New College Council

Meeting of Wednesday, September 30, 2015, 12:10 p.m. – 2:00 p.m., Room 2007D, Wilson Hall

AGENDA:

1. Introductions and Welcome to New Members

2. Minutes of the Meeting of May 6, 2015 (attached)

3. Business Arising from the Minutes

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

5. Report from Standing Committees

6. Report of the Principal – Y. Roberge


10. Report from the Office of Residence and Student Life – S. Wilmot

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

12. Dates for Future Meetings

13. Other Business

14. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Wednesday, May 6, 2015
12:10 p.m., Sally J. Walker Council Chamber, New College


Agenda

On a motion by S. Wilmot, seconded by D. Rodricks, the addition of “Election of Members to the Striking Committee” under “Other Business” was approved. CARRIED

Minutes of the Meeting of March 26, 2015

The minutes of the Meeting of March 26, 2015 were accepted as recorded.

Business Arising from the Minutes

R. Vander Kraats reported the following:

- Toilet Paper in Residence
  The Facilities Committee discussed the environmental and cost impact of upgrading the quality of the toilet paper in residence. The decision was made to maintain the status quo.

- Laundry Facilities
  The Facilities Committee determined that there are adequate laundry facilities in residence, but inappropriate use put a number out of service. Additionally, broken machines are not being reported so that they may be repaired. As our machines are fully paid for, we offer free laundry to all residents. In order to prevent incurring additional costs for residents, the decision was made to encourage both proper use of machines and the reporting of broken machines rather than replacing/adding new machines.

- Elevators
  There are still problems with the new elevator service company, and problems continue at 45 Willcocks.
Report from Standing Committees

- **Academic Affairs Committee**
  D. Knott reported the following:
  The Academic Affairs Committee met in early April.

- **June Larkin Award for Pedagogical Development**
  The inaugural recipient of this award is Dr. Bill Ju from Human Biology. As part of his project entitled *Moderated Online Reflective Experiences (MORE) using Digital Learning Portfolios for successful student transitions*, Dr. Ju will introduce Digital Learning Portfolios assignments to a cohort group of students in a 3rd-year Human Biology course.

- **CUPE 3902 Unit 1 Strike**
  Grade submission extensions were granted for courses impacted by the labour disruption. Instructors and Program Directors were thanked for their work during a difficult period. N. Crawley was thanked for her support throughout the strike.

- **Student Unions**
  Student Unions at New have been very busy with symposia, journals and events. A sample of these activities include the annual Decolonizing Our Minds conference (ESSU); Diaspora Voices conference (CARSSU), Knots – An Undergraduate Journal of Disability Studies; and the Mind Matters conference (Jungian Society & BPSU).

- **Senior Doctoral Fellows**
  The speaker series this year was excellent. The call for applications for SDFs for the 2015-2016 academic year has gone out.

- **Other Events/News**
  ♦ M. Lo, as part of an International Course Module in her African Studies course, took a group of students to Cameroon on Reading Week.
  ♦ Students from Equity Studies, Human Biology and Aboriginal Studies will be travelling to Belize next week.
  ♦ The Community Engaged Learning symposium and the New One Knowledge Fair were both very successful.
  ♦ Step Forward funding has been received for a Community Engaged Learning TA position and for the “Working for Change” conference.
  ♦ There will be a retreat in September regarding international partnerships.
  ♦ There are discussions around a scholar/artist/activist in residence.

- **Community Engaged Learning**
  The Community Engaged Learning program is being reviewed. As mentioned, Step Forward funding will be used to hire a TA for the program. L. Manicom will be on sabbatical from January – June 2016, so this TA will ensure continuity in the program. The review committee has noted a tension in the program: internships vs research, and the idea of streaming the students in the program is being considered. Two years’ worth of funding has been granted to train CEL TAs for Human Biology and Buddhism, Psychology and Mental Health.

- **Equity Studies Review**
  There is a new process (UTQAP - University of Toronto Quality Assurance Process) in place for external program reviews. The process is much larger than before. J.
Larkin is currently consulting faculty, staff and students and gathering data. A self-study is due in July, and the external reviewers will visit in January. Another report will be written. It is a year-long process.

- **Writing Centre**
  L. Newbery has been hired as the Associate Director of the Writing Centre. Her appointment started May 1, 2015.

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**Report from the Communications Committee**

K. Huffman reported the following:

The Communications Committee is an *ad hoc* committee. Members involved included K. Huffman, K. Klaas, J. Newman, K. Johnson, D. Knott, A. Liddell and S. Wilmot. Two main issues were identified and discussed

- **Communication and Recruitment**
  A comprehensive strategy around recruitment is essential, and communication tailored to international students and students from outside the GTA is critical. The communications should clarify the admission form and highlight our programs. The New College website has lots of information, but needs to be more dynamic, including video clips and virtual tours. A communication tool being used by FAS called “Hobson’s Connect” gives good statistical feedback on how our outgoing communications are being received. The central University of Toronto recruitment team has provided a visual identity kit with print and slideshow templates.

- **Communication within the College**
  Communication within the College (students, staff, faculty and alumni) is a vital tool for promoting our own activities, profiling faculty and students, and essentially telling the College’s story. This includes newsletters and program print materials.

Short, medium and long-term goals have been identified. The next step is to prioritize these goals. A contract person may be hired to work on/reorganize the College website over the summer. Another item for discussion is whether or not there is a role at the College for a webmaster. Human Biology uses a central service through the Faculty of Arts & Science for their website. Is this something the College might want to consider?

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**Report from the Principal**

Y. Roberge reported the following:

- **Transition to Summer**
  The outgoing NCSC members, especially the executive, were thanked for their work over the year, and the new Council was welcomed. Y. Roberge will be meeting with the new president soon and having an exit interview with B. Parry. D. Knott was thanked for her work as Vice Principal of the College.

- **Looking Back**
  It has been a busy, interesting, and sometimes difficult year. We had the opportunity to learn about the application of administrative policies. Everyone affected by the strike
(students, Program Directors, Registrar’s Office, administrative team, K. Huffman), were thanked for their efforts and patience.

- **Selection of New College Principal**
  This was the last year of Y. Roberge’s term. A self-study document was prepared and forwarded to the Review Committee. A draft report was sent to the Principal’s Office a few weeks ago for checking. The report will be circulated to the selection committee. The selection committee made a recommendation to the Provost, but announcements can be made until approved by Governing Council. In 2015-2016, NCC will develop a process to prepare a strategic plan for the College, based on the 12 specific recommendations contained in the report. When the report is ready, we will ask how it can be made public.

- **Advancement**
  The campaign cabinet met, and it was agreed that we should conclude the *Boundless* campaign by December 2015. The University will conclude the campaign in December 2016, so this gives us a year to exceed the goal and to celebrate. B. Registe is working on a way to formally engage alumni with the creation of an advisory committee for alumni. The latest issue of re:NEW is available now, with an “International” theme.

- **Dates**
  The last Principal’s Lunch of the year will be held on May 8. All are welcome. Convocation for New College students will be on June 17. Please support our students by attending.

**Report from Business Services**

R. Vander Kraats reported the following:

- **Finances**
  A new fiscal year has begun. Fiscal year 2015 was exceptional. $500,000 was put toward the accumulated deficit in the ancillary budget from the contribution margin in the residence and food ancillaries. The operating budget has a large carry-forward. We have created manual reserves, which are earmarks that signal intent to use the money so that it isn’t “scooped” by the Faculty of Arts & Science. As a lot of our revenue is dependent on the international market, an income shortfall fund has been put together ($875,000) in the event of a disruption to this revenue stream. We need to decide how large we want to make this fund. A donor matching fund has been established ($250,000). $790,000 has been set aside for construction projects; $375,000 for New One; and $500,000 for the NCIF. We will be able to absorb the Faculty-imposed budget cut centrally, so it won’t be passed down to the various departments.

- **Computer Facility**
  The machines are being updated and the process should be complete by Labour Day. Instead of having New College user ids, login will be via UTORid. Instead of cash, users will be able to use their TCard to pay for printing. Printers are being upgraded as well. Discussions will be held with NCSC regarding the drop-in troubleshooting service at the student computing facility. There hasn’t been much demand, so we need to review the facility and how best it can serve students.
• **Construction**  
The Wetmore basement bathroom project is nearly finished. We will be completing the refurbishment of the old bathrooms at the College over the next year. The ramp at 40 Willcocks Street needs to be made accessible. This may entail the installation of a lift.

• **Plaza Project**  
We need to move forward on the plaza project, as we are already coming up against deadlines for a summer 2016 start. Currently, we are focusing on two designs. The Design Review Committee (DRC) is advocating for a more urban design, whereas feedback from College constituents seem to favour a less-urban design, with more green space. Full renderings will be made of each design, with a detailed assessment of the impact on trees. There will be a wide consultation process, and the Building Committee will ultimately recommend the final design to NCC. We need to link with the City, obtain building permits and liaise with community groups. DRC will meet at the end of June or the end of September. There will be trouble with timelines if a detailed design hasn't been selected by October, as permits take 6-9 months to obtain.

• **Infill Project**  
Central group is preparing a model. The initial report indicated that this is a viable project. Next steps include determining the cost per NASM (net assignable square metre), the amount of disruption, and a construction estimate.

Report of the Registrar

K. Huffman reported the following:

• **Admissions**  
Final admission offers are going out. We have similar targets to last year (~1,200 incoming students). New College Admission Scholarship offers have been made to 150-175 students, with a value of $2,000 - $3,000 each. Welcome events are scheduled for May 23 and June 4. Each event will include small-group breakout sessions. All New College admits were sent a message from a current New College student, and this message had an 80% “open” rate. Fewer academic orientation sessions are being held than in the past, as more information is available online.

• **Convocation**  
There will be 725 New College students graduating in June.

• **New One**  
There has been a substantial increase in applications for New One courses. A contributing factor is the change from full-year courses to half-courses. So far, nearly 350 applications have been received.

• **Summer session courses begin next week. There are 2,000 New College students enrolled in summer session courses.**

• **Due to the labour disruption, students have until May 20 to choose CR/NCR or LWD for their courses.**

Report from the Office of Residence and Student Life

S. Wilmot reported the following:
• C. McBurney has returned from secondment at University College.
• M. Espaillat-Lizardo has left the office to pursue a PhD.
• NCRC was thanked for their work during the year. New executives will be elected in the fall.
• Residence move-out is complete.
• The orientation planning committee will meet for the first time tomorrow. Feedback from surveys will be used to develop the orientation programming.
• The office is busy planning for 2015-2016.

Report from Student Councils

There were no reports from Student Councils.

Other Business

• Election of Members to the Striking Committee
  The role of the Striking Committee in the formation of next year’s Council and subcommittees was explained. The Principal and the President of NCSC are *ex-officio* members; four additional members are required. K. Huffman, D. Knott, J. Newman and L. Manicom volunteered for the Committee.

  *On a motion by K. Huffman, seconded by H. Si, nominations were closed. CARRIED*

• Proposed 2015-2016 NCC Schedule
  The following schedule of meetings has been proposed for 2015-2016:
  
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• Farewell and Thanks
  Y. Roberge announced that the Director of Human Biology, Prof. Vince Tropepe, has been selected as Chair of the Department of Ecology and Evolutionary Biology. As such, this is his last meeting of Council. V. Tropepe was thanked for his years of involvement in the College. V. Tropepe indicated that he would like to continue to be involved in College life.

• College Governance over the Summer

  *Y. Roberge moved, seconded by D. Knott, that PAG be given the authority to deal with urgent New College Council business over the summer. CARRIED*
Adjournment

The meeting adjourned at 1:50 p.m. on a motion by S. Wilmot, seconded by A. McGuire.
Striking Committee – Nominations for 2015/16 NCC

Worksheet – Summer 2015


MEMBERSHIP OF COUNCIL

Ex Officio members:

- President (or designate)
- Vice-President and Provost (or designate)
- Principal (Yves)
- Vice-Principal (Deborah)
- Assistant Principal & Registrar (Kerri)
- Director of Residence and Student Life (a.k.a. Dean of Students) (Simon)
- Director of Business Services (Ron)
- Associate Director, Advancement (Alison)
- Alumni Development Officer (Brenda)
- Director of Summer and International Programs (Bruce/ Hong)
- Librarian (Jeff)
- Director of the Writing Centre (Deborah)
- One Associate Registrar (Paul)
- Director of each academic program
- Director of WGSI (Alissa Trotz)
- Director of Human Biology (Melanie Woodin)
- President of NCSC (Zach Bist)
- One Vice-President, NCSC (VP Admin) (Michael Ansell)
- Two Presidents, NCRC (to be elected)

- 6 elected members of the teaching staff (2 year terms)
  - serving the second of a 2 year term: Oswald Alamsi

- to be elected for 2015/16, 2016/17: (5 members of teaching staff):
  - Liz Newberry
  - Sarah Trimble
  - Alexandra Guerson
  - Irene Marques
  - Lori Stahbrand
6 Student Reps:  
Gaity Hashimi (elected)  
Caina Zhang (elected)  
2 NCSC (to be elected)  
Nicholas Grant (VP Finance)  
Smriti Sasikumar (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 Roderick  

TA/WC Instructors Rep  
____________________  

4 Alumni Reps  
____________________  

USWA Rep  
Siri Hansen  

CUPE Rep  
____________________  

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), Melanie Newton (Caribbean Studies), June Larkin (Equity Studies), Alissa Trotz (WGSI), Melanie Woodin (Human Biology), Deborah Knott (VP & Writing Centre), Tony Toneatto (BP&MH), Bruce Russell (IFP), Jeff Newman (Librarian)

*To be elected:* 5 members of Council

**Nominations:** NCSC VP Student Services, Lori Stalbrand, Alexandra Guerson, Irene Marques, Liz Newberry

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:**

1 teaching staff: Oswald Alamsi  
2 Students: 1 NCSC/ 1NCRC  
1 residence Don: Dirk Rodericks  
1 head steward: Dennis

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

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

To be elected: four members of Council

Nominations:
NCSC Rep
Alexandra Guerson
Liz Newberry
Linzi Manicom

MEMBERS COMMITTEE

Ex Officio: Yves Roberge (Principal), Alison Liddell (ADA)

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

Nominations: ____________ (NCSC)
______________ (admin)
______________ (teaching)
______________ (teaching)
______________ (hon. Member)
______________ ((NCAA)

NEW STUDENT SERVICE

Ex officio: Yves Roberge (Principal), Kerri Huffman (Registrar), Paul Russell (Associate Registrar), Simon Wilmot (Director of Residence and Student Life), Jeff Newman (Librarian), Deborah Knott (Director, WC), Brenda Registe (ADO).

Nominations: 4 NCSC Reps (including President, Orientation Co-ordinators, Commuter Rep) 2 NCRC Reps

Co-opted: Jill Charnaw-Burger
Meaghan Skinner
Lily Kwiatkowski (IFP)
PRIORITY, PLANNING AND BUDGET COMMITTEE

Ex Officio: Yves Roberge (Principal), Zach Bist (President, NCSC), Kerri Huffman (Asst. Principal & Registrar), Ron Vander Kraats (Director of Business Services), Simon Wilmot (Director, Residence and Student Life), Jeff Newman (Librarian), Melanie Woodin (Director, Human Biology), Alissa Trotz (Director, WGI), Alison Liddell (ADO)

To be elected: 4 members of Council

Nominations:

Hong Si
Deborah Knott
Alumni Rep (Solin Swift)
NCRC rep