AGENDA:

1. Minutes of the Meeting of November 11, 2016 (attached)

2. Business Arising from the Minutes

3. Report from Standing Committees
   i) Academic Affairs – D. Knott
   ii) Library Committee – J. Newman

4. Report of the Principal – Y. Roberge


7. Report from the Registrar’s Office – K. Huffman

8. Report from the Office of Residence and Student Life – L. McCormack-Smith


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

11. Other Business

12. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Friday, November 11, 2016
1:10 p.m., Wilson Hall, room 2053, New College


Agenda

On a motion by L. McCormack-Smith, seconded by L. Stahlbrand, the agenda was approved as proposed. CARRIED

Minutes of the Meeting of October 6, 2016

Under the report from the Office of Residence and student life, the second sentence on the eighth page should read “This lunch is part of the Food Share Canada Assembly”.

The minutes were then approved as amended. CARRIED

Business Arising from the Minutes

There was no business arising from the minutes.

Report from Student Groups

• NCSC
  N. Grant reported the following:
  ♦ An IFP representative has been appointed. No one volunteered to run for the position, so a representative has been hired as per the NCSC constitution.
  ♦ Recent and upcoming events include the Winter Masquerade, rock climbing, paint lounge and exam de-stressors. There will be a “Bubble Tea and Board Games” event in two weeks. Events are still being planned for the second term. Additionally, there will be two additional commuter events this term.
  ♦ NCSC is hoping to establish an orientation levy of approximately $100/first-year student. Students will be able to opt-out of the levy. This will guarantee funding for orientation.
Discussions with the Vice-Provost’s Office regarding the establishment of this levy are ongoing.
♦ The financial audit will likely be delayed, as not all paperwork from last year’s orientation has been received.
♦ With respect to the St. George Student Alliance, a memorandum of understanding with UTSU is being put forward. New College, St. Michael’s College, Trinity College, Kinesiology and Physical Education, and Engineering have all endorsed the agreement. It is expected that Victoria College will endorse the agreement in the very near future.

• NCRC
K. Nitiema reported the following:
♦ NCRC held a number of Halloween events that were very successful, including pumpkin carving, dress your don, and common room decorating. Based on this year’s feedback, it is likely that the only Halloween event next year will be the common room decorating, so as not to overwhelm students at a busy time.
♦ The Council is currently discussing the issue of upgrading the televisions in residence.

• HBSU
A. Li reported the following:
♦ The Human Biology Students Union has held many events this fall. Some have been small academic seminars, while other events have been much larger. A very large event is planned for next Thursday – the International Medical School Symposium. Representatives from Australian and Caribbean medical schools will be in attendance and give talks on what students need to know about international medical schools.
♦ The “Head Start Program for High School Students” will be held on DATE. High School students will be paired with U of T students to explore life on campus. Students will also be able to meet with professors in an informal setting.

Report from the Writing Centre

D. Knott reported the following:
• 1:1 instruction, considered the Writing Centre’s core programming, was again in high demand. There were 2009 individual appointments (660 unique students) over the course of the 2015-2016 year, and 279 individual appointments (100 unique students) over the course of the summer 2016 session. 93% of the appointments were booked when offered.
• The Writing Room, offering drop-in access and instant support, had 393 visits in 2015-2016. Some students attended for the help, while others attended just to work in a focused, supportive environment. The library participates in this initiative.
• There will be two “Writing Retreats” this year. The Writing Retreat functions like an enhanced Writing Room. Students consult with advisors while writing, and there is also a social component. 75 students are registered for the upcoming retreat (see attached flyer).
• Write Nights are evening events for students writing essays in NEW/WGS/HMB courses. Students spend the evening working on their assignments with support from writing instructors and librarians. One is scheduled for November, and another in March 2017.
The Caribbean Studies/African Studies/Equity Studies writing group meets weekly. Faculty, library staff and writing instructors support students in this writing group.

During orientation, the library, the “Science as Critical Practice” workshop was attended by 90 4th year Human Biology students. This workshop was a collaborative event between the library, the Writing Centre and Human Biology.

A 4-week workshop on “Writing for Publication” will be held in the winter.

The Writing Centre is supporting senior research in courses in Equity Studies and Women and Gender Studies.

Report from Standing Committees

- Academic Affairs
  D. Knott reported the following:
  - Academic Affairs met for the first time this academic cycle on October 21st.
  - Devangi Vaghela was introduced as the new Program Support Officer. She will provide administrative support to the Community Engage Learning program, New One and international excursions, as well as Program Events. She is also taking over routine staff/faculty room booking requests.
  - Melanie Newton (Caribbean Studies) was congratulated for receiving the Faculty of Arts and Science Outstanding Teaching Award.
  - Fady Shanouda (Equity Studies) was congratulated for receiving the TA Teaching Excellence Award.
  - The Equity Studies program review has been delayed again. No date has yet been set for the visit by the external reviewer.
  - The 2017-2018 FAS calendar was the main item of business at the October meeting. One new course was proposed for African Studies (NEW454H1 – Migration, Mobility, and Displacement in Contemporary Africa). In Caribbean Studies, one course was deleted (NEW224Y1 – Caribbean Thought I) and two new half-courses were proposed (NEW225H1 – Caribbean Sociology and NEW226H1 – Caribbean Political Thought). Equity Studies deleted a course (NEW445H1 – Anti-Oppression Education in School Settings). Two “topics” courses were proposed in New One (NEW105H1 – Current Issues Without Borders I and NEW115H1 – Current Issues Without Borders II). The rest of the changes were minor housekeeping changes.
  - There were a number of international excursions over the summer. Ten students (from Caribbean Studies, Equity Studies, Human Biology and Indigenous Studies) travelled to Belize with Y. Roberge. There were two NEW399Y0 courses offered: two students went to Kenya with A. Wasike (Language and Education in Western Kenya: Field Methods); and three students went to Ghana with G. Dei (Social Justice, Equity and Inclusive Education in African Contexts). An International Course Module (ICM) is planned for NEW351Y1Y with A. Wasike – up to eight students will travel to Rwanda during Reading Week. Applications are being made to the Dean’s International Initiatives Fund for the Belize trip and another 399Y0 (Ghana) for next summer.
  - The 2016-2017 Senior Doctoral Fellows were introduced at the last meeting of Council. They hosted a very well-received panel for students thinking of grad school. The speaker series will begin next term.
♦ The *Kathleen O’Connell Teaching Excellence Award* was announced ([attached](#)). This award is for CUPE 3902 Unit 3 instructors teaching in New College courses or in the New College Writing Centre, and nominations may be made by students or faculty.

♦ The Academic Affairs Committee is hoping to develop a standardized method of evaluating TA performance, as this is useful information for both the TA and the administration. A sub-committee has been struck to look at what we are currently doing, as well as what other departments are doing.

♦ L. Manicom is on leave for the Winter 2017 term. In her absence, L. Stahlbrand will be responsible for the New One program, and S. Stewart will be responsible for the Community engaged Learning program.

A. Guerson reported the following:

♦ The University’s contract with Blackboard is up soon. After a lot of consultation, 3 vendors have been shortlisted: Blackboard, Desire2Learn, and Instructure (Canvas). A. Guerson, T. Seburn and J. Newman have attended demonstrations of the systems listed and have compiled notes, available here: [http://bit.ly/lmedemo](http://bit.ly/lmedemo). November 25 is the last day to submit feedback; please contact Alexandra if you have any comments to pass on.

**Report from the Principal**

Y. Roberge reported the following:

- *Principal’s Lunch*
  The next Principal’s Lunch will be held on November 18 in the Michael Dixon Senior Common Room. All are welcome.

- *Holiday Party*
  The College Holiday party will be held on December 5 from 3:00 p.m. – 6:00 p.m. at the Faculty Club. Information will be sent out by email soon.

- *Visit from Prof. Meric Gertler*
  Prof. Gertler will be visiting the College on January 12, 2017. His visit is intended to be an informal, student-focused event, beginning at 6:30 p.m. In preparation for his visit, we will be putting a document together regarding what makes New College unique, such as our international programs and scholarship and activism around food and food equity.

- *Vice Principal Search*
  The search committee has met and is currently reviewing the options available. There is no news to report at this time.

- *Principal Search*
  The search committee in place, and a memo has been circulated inviting input.

- *Internationalization*
  As mentioned at the last meeting of Council, there is a new Vice President position: Vice President, International. Prof. Ted Sargent visited the College on Monday afternoon. Topics of discussion included IFP and summer programs, and ways in which the College can help facilitate his work. There are new scholarships being established for international students that are based on financial need, not just academic excellence. Prof. Sargent also talked about the need for lots of coordination and creating capacity for anything related to the African continent at U of T. The first stage is to create an “Africa Table”.
• **MasterCard Foundation Scholars Program**
  New College, along with Woodsworth College, is hosting MasterCard Foundation Scholars. The administrative offices are held at New College. There was a global convening at Michigan State University, where they are reviewing the project. Changes to the program being considered include the inclusion of a graduate component; asking all new proposals to include a partner institution in Africa (e.g. 3 years here, 1 in Africa or *vice versa*). The goal is for students to return to Africa so they can make a difference. The last cohort of the current program will enroll in September 2017.

**Report from the Chief Administrative Officer**

R. Vander Kraats reported the following:

- **Finances**
  The office is currently working on a financial projection to April 30, 2017. The residence ancillary budget projection also includes a 5 year budget plan. There are a number of cost pressures, including 3.5% salary increases and increased utility costs (7%, which translates to over $1 million in utilities). The contribution margin from the food services operation helps to offset some of these costs, but not all. As a result, residence fees are likely to increase by 3.5% - 3.75% next year. However, New College’s "bed-over-desk" rooms are still the least expensive residence option on campus. The residence deficit will be eliminated in fiscal 2020; by 2021, the deficit will be eliminated and there will be a significant operating reserve in place. The operating budget is very healthy and the reserves are building. The Faculty of Arts and Science provides only 60-65% of the costs of running the College, so we rely heavily on soft funding. The contingency/reserve ensures that should anything catastrophic happen with our funding sources, we will still be able to operate. At the end of fiscal 2017, we should have one year's contingency in place. A formal budget presentation will be made to Council in February.

- **Building Expansion**
  The College is bringing a $2.5 million down-payment to the University for this project to demonstrate serious intent.

- **Plaza Project**
  The Plaza Project team has been reconvened, and we are now planning for a May 1 construction start. The project will go to tender in January. The only piece we are still waiting on is the permit from the City of Toronto. The project has already received approval from Urban Forestry, which is often the more difficult approval to receive.

- **Accessibility Improvements**
  The lift at 40 Willcocks will be operational next week. The next project will be removing barriers to accessing the library basement from the 30 Willcocks entrance. There is funding available for accessibility projects; please speak to R. Vander Kraats if you have any ideas.

- **Washroom Project**
  The last of the public washrooms to be renovated will be done over the holiday break in December.

- **Energy Conservation**
  The College is working with the Sustainability Office regarding improving electricity conservation. New, efficient fluorescent lightbulbs will replace the “long tube” fluorescent lights for a significant savings.
N. Abdel-Ghafar mentioned that it has been noted by students that the chairs and tables in the Wetmore Lounge are in disrepair. Also, students have expressed a desire for a microwave in the Wetmore Lounge, as well as compost bins. R. Vander Kraats asked if it was worth replacing the mobile device chargers in the Lounge, preferably with simple USB outlets, which would eliminate the need to constantly replace broken cables. However, this would mean students would have to supply their own charging cables or borrow one from the library. A. Guerson asked who would address air quality issues in classrooms. R. Vander Kraats indicated that the individual with the concern should speak to him.

Report of the Registrar

K. Huffman reported the following:

• **Fall Campus Day**
  The October 22 event was well-attended with higher numbers than last year.

• **StepForward Event**
  An event was held for 2nd year students, focusing on academic motivation and decision-making. It was very popular, and the event may be repeated in March, just before program enrolment begins.

• **Bursaries/Awards**
  There is a new process for grant applications. Students can now apply for grants on ACORN, but can also still fill out paper applications. Regardless of the method of applications, all students requesting funds meet with an advisor in the Registrar’s Office. So far, $75,000 in grants have been given to 35 students. UTAPS grants have provided $1.25 million to New College students. Additionally, 250 students have received merit-based awards, totaling $280,000.

• **Convocation**
  New College convocation is on Tuesday, November, 15. There are 192 New College students graduating. At the June convocation ceremony, 710 New College students graduated.

• **BPR – Admissions**
  K. Huffman has been part of a business process renewal group looking at the admissions processes students must complete. The goal was to re-vision and simplify the process by synthesizing multiple applications and deadlines. An informative, interactive and transparent program is envisioned. The final report is with the executive committee, and a full presentation will be given in December. It is expected that implementation will be a 5-year process.

Report from the Director, Office of Residence and Student Life

L. McCormack-Smith reported the following

• **Holiday Break**
  This year, we will be piloting leaving all three buildings open over the holiday break. The fee structure needs to be reviewed. Students at 45 Willcocks have the cost as part of their residence fees, while students in Wilson and Wetmore Halls will be charged $25/night. This will be better for international students in many ways, as we can now distribute them across the three buildings. There will be a rigorous vetting process for those wishing to stay over the
break (documentation regarding why they need to stay: working in a lab/flight dates/etc.), and they must provide specific dates they will be staying. There won’t be any front desk support, but there will be basic caretaking provided and dons on call.

- **Don Hiring**
  Don hiring season is approaching. This year, we are looking at doing a don hiring “carousel” (in February) for the first round instead of individual interviews, where up to sixty candidates can be brought in at a time. There will be a series of activities, such as counseling role-play, disciplinary situations and programming. Applications will be available in early December and will be due mid-January.

- **Support for Students**
  There are two upcoming events to help support students through the upcoming end-of-term crunch. The first is “Let’s Talk Day” on November 29. There will be therapy dogs in the Wilson Lounge, colouring, etc. The second is StudyFest on December 8, which will include many activities, including animals.

**Report from Advancement**

A. Liddell reported the following:
- As part of the *Boundless* campaign, New College has raised $7,318,579. This total does not include the gift from William Doo of $1 million for William Doo Auditorium upgrades.
- The University will make a formal announcement on December 8 regarding the expansion of the *Boundless* campaign.
- Tax year-end is December 31.
- Dinner@NEW was held at the Faculty Club on November 2 with Ryan Pyle. 24 students attended.
- The Alumni Speaker Series will begin on November 16. The guest speaker is Dr. Marshall Chasin. He is an audiologist and will give a talk on “Clatter, Music and Hearing Loss”.

**Other Business**

There was no other business.

**Adjournment**

*The meeting was adjourned at 2:55 p.m. on a motion by S. Daley, seconded by L. Stahlbrand.*

CARRIED
Come write with us at the
NEW COLLEGE
WRITING RETREAT

Gain momentum. Write productively for an entire day in a community of peers. Learn strategies to boost productivity.
We create the structure so you make headway on your papers.

Sunday, November 13
10:30 am - 5:00 pm
Wilson Hall Lounge

Register at http://uoft.me/NCretreat

✔ Spaces to write alone or with others.
✔ Consultations with writing and library faculty.
✔ Lunch panel discussion by senior student writers (lunch provided).
✔ All day snacks and coffee.
✔ Optional offerings: Mini-workshops/Walk and talk brainstorming/Yoga.
Kathleen O'Connell Teaching Excellence Award

New College

This award honors outstanding teaching and recognizes the important contributions made by sessional instructional staff to the teaching mission of New College in its academic programs, interdisciplinary courses and writing centre. Dr. Kathleen O'Connell has taught courses on Rabindranath Tagore and Satyajit Ray at New College for two decades, beginning in 1993. Her teaching, in the spirit of both Tagore and Ray, exemplifies New College's commitment to socially engaged education and pedagogical innovation.

Value of the Award

A Certificate of Recognition and a prize of $2500.

Eligibility

All instructors are eligible to be nominated who have been employed by New College under the CUPE3902 Unit 3 Collective Agreement within the current academic year and who have taught a minimum of one half course or 130 hours in the current academic year. All categories and ranks of instructor within the CUPE3902 Unit 3 employed at New College are eligible, including Sessional Lecturers I, II and III, Writing Instructors I and II, and Sessional Instructional Assistants. For Sessional Lecturers and Instructional Assistants, relevant courses are those with an NEW designator or jointly offered courses administered by New College (e.g. JQR360H1). The current academic year refers to the May-August Summer Session and the Fall/Winter Session immediately preceding the April 30 deadline for the submission of nominations.

Nomination Process

The Vice-Principal, New College, will solicit nominations annually to be submitted by April 30. Nominations may be made by students on the basis of their experience of the candidate’s teaching in courses offered by New College or in the New College Writing Centre, or by colleagues teaching in New College programs and courses, including faculty, sessional instructors, writing instructors and teaching assistants.

Nominators will submit the Nomination Form and a Letter of Nomination outlining how the candidate exemplifies excellent teaching at New College. Up to two additional supporting letters may be submitted.

Upon receipt of a nomination, the Vice-Principal will confirm the eligibility of the nominee and solicit supporting materials from the candidate in the form of a teaching dossier (e.g. a c.v, syllabi, teaching materials). The Vice-Principal will also supply teaching evaluations to the Awards Committee.

Candidates will be assessed by a committee consisting of the Vice-Principal, two faculty members, a student from New College or taking courses in New College programs, and a member of CUPE3902 Unit 3, if possible, the previous year’s winner. Preference will be given to candidates who have not previously received the award.

The award may not be conferred every year.

Criteria for excellence may include:

1. Excellent knowledge and communication of subject area
2. Motivating and engaging students in learning
3. Promoting socially engaged learning
4. Promoting deep learning, critical thinking, and independent learning
5. Promoting and developing teaching practices that foster equity and diversity
6. Effective or innovative approaches to fostering interdisciplinarity
7. Excellent course design
8. Creating effective learning environments
9. Designing effective or innovative learning activities
10. Designing effective or innovative teaching materials
11. Effective use of technology
12. Effective methods to develop core skills (e.g., communication, collaborative, and research skills)
13. Effective or innovative assessment methods and effective feedback
14. Reflecting critically on teaching and learning; demonstrated commitment to teaching