AGENDA:

1. Minutes of the Meeting of March 10, 2017 (attached)

2. Business Arising from the Minutes

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

4. Report from Standing Committees
   i) Academic Affairs – D. Knott
   ii) Building Committee – R. Vander Kraats
   iii) Priority, Planning & Budget Committee – R. Vander Kraats

5. Modifications to Council’s Constitution and By-laws (attached) – Y. Roberge

6. Report of the Principal – Y. Roberge


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

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


11. Report from the Writing Centre – D. Knott

12. Presentation on New College Budgets – R. Vander Kraats

13. Report from 2016 New College Retreat
   i) Infrastructure (attached) – R. Vander Kraats

14. Other Business

15. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Friday, March 10, 2017
10:10 a.m., Wilson Hall, room 2053, New College


Regrets: D. Chang, T. Hoang, H. Si, T. Villacorta, M. Woodin

Minutes of the Meeting of December 9, 2016

The following amendments/corrections were made to the minutes of the meeting of December 9, 2016. The Academic Affairs report on pages one and two was amended to read as follows (corrections in italics):

- Five new courses were proposed and all course proposals passed on November 1st. There was one name modification (NEW225H1 – Caribbean Societies)
- In terms of New College Program enrolment, two area programs, African Studies and Caribbean Studies are down a bit from previous years (AS 2015 – 2016, 111 students total; AS 2016 – 2017, 105 students total; CS 2015 – 2016, 41 students total; CS 2016-2017, 30 students total). There has been an issue surrounding program visibility, including in the online timetable.
- Equity Studies and Buddhism, Psychology and Mental Health are holding steady. In 2014 – 2015, there were more students enrolled in a Major in Equity studies than currently (2014 – 2015, 420 students; 2015 – 2016, 398 students; 2016 – 2017, 365 students). A Minor in Equity Studies was introduced in the 2015 – 2016 Calendar to provide flexibility for the students to fit it into their schedule as well as to reduce enrolment pressure in the Major.
- The total New College Program Enrolment for 2016 – 2017 is 1002 students. Equity Studies is the largest College program at the Faculty of Arts and Science with 494 students enrolled in the program 2016 – 2017 (as per the November 1, 2016 report). Note: Paradigms and Archetypes is no longer open, but there are still 3 students grandfathering through.
- In terms of comparative data, New College-sponsored Program enrolment is well above other College-sponsored Program enrolments.
- 2601 students enrolled in New College Program courses and 1349 students enrolled in IFP/UTP courses (combined data for 2015 – 2016 and 2016 summer). Note: These are not individual students, some students are taking multiple NEW/IFP/UTP courses.
On a motion by B. Russell, seconded by A. Guerson, 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**
  - J. Su reported the following:
    - The Deerhurst Resort ski trip sold out on the second day and was a very successful event.
    - Elections for the 2017-2018 NCSC are coming soon. Nominations were accepted from March 1 – 9; the campaign period is March 13 – 17; there will be a forum on March 20; and the voting period is March 21 – 23.
    - A trip to a Toronto Raptors game will be held on March 16th. Tickets are still available.
    - A board games event will be held, in conjunction with Woodsworth College Student Association, at Snakes and Lattes Board Game Café on March 30.

Report from Standing Committees

- **New Student Services**
  - L. McCormack-Smith reported the following:
    - NEWSS will meet next on March 22, 2017. The main order of business will be orientation. Additionally, an action plan to look broadly at student services and where NEWSS fits in will be developed.

- **Library Committee**
  - J. Newman reported the following:
    - The Library Committee has been meeting virtually.
    - A posting has gone out for a contract librarian. The contract will be for one year, and the position will be primarily working on online course readers, with particular focus on accessible and alternative formats.
    - All instructors are reminded to encourage their students to download their readings by April 30 if they will be writing deferred exams.

Report from the Principal

Y. Roberge reported the following:

- **Equity Studies External Review**
  - The external reviewers will be completing the site visit portion of the review on March 30.
• **African Studies Directorship Search**
  The search is ongoing. An announcement is likely to be made in 3-4 weeks.

• **Senior Doctoral Fellow Speaker Series**
  The SDF Speaker Series is ongoing. The remaining talks include Christopher Webb (African Studies): “The Tithes of Education: Family, Debt and South Africa’s Fees Must Fall Movement” on March 16; Mary Jean Hande (Equity Studies): “Radical Alternatives’ and Revolutionary Futurity: Disability Care Praxis and Class Consciousness in Toronto” on March 24; Christopher Smith (Equity Studies): “Black Pride! Queer Diasporas, dissident spatial emplacements and bodily reverberations” on March 29; and Anthony Briggs (Caribbean Studies): “Precariously Employed Black Male Youth at the Margins: How Second Generation Caribbean Black Male Youth Make Sense of Schooling Experiences, Social Mobility, Social Networks and Job Preparedness in Toronto” on April 7. All talks are from 12:00 – 2:00 p.m. in the Sally J. Walker Council Chamber (WI 2053) and lunch is provided. All are welcome! Marlon Valencia (International Foundation Program) gave a talk on March 2: “Why Study English? The ESL Class as a Critical Space to Examine and Re-think our Identities and Imaginaries”. Bethan Fisk's (Caribbean Studies) talk “‘The Wilderness Within’: African Diasporic Religion in New Granada and the Iberian Atlantic, 1690-1790” has been rescheduled to a date to be announced later.

• **Truth and Reconciliation**
  The final report of the Steering Committee for the University of Toronto Response to the Truth and Reconciliation Commission of Canada has been posted on the Provost’s website: [http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/TRC_FinalReport.pdf](http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/TRC_FinalReport.pdf). The College needs to review the recommendations and think about how we can contribute to implementation (e.g. space for indigenous groups). A working group, comprised of J. Larkin, A. Guerson, L. Newbery, L. Stahlbrand, S. Stewart, M. Newton and a student, was formed. The working group will include in its mandate working on a statement of Acknowledgement of Traditional Land.

• **Strategic Mandate Agreement**
  Funding from the province has traditionally been based on enrolment. However, the government has asked all Ontario post-secondary institutions to establish specific institutional priorities, and is proposing linking a portion of the funding to key performance indicators. Each institution will consult individually with the government, agree on that institution’s strategic mandate, and accomplish this mandate within a certain number of years. Three years ago, U of T and the government agreed on “SMA 1”, which covers 2014-2017; and we are now in negotiations for SMA 2. As part of this agreement, there is serious discussion concerning the possibility of reducing undergraduate enrolment on the St. George Campus, mainly in the Faculty of Arts & Science. The demographic outlook for the province is to have fewer students in the age group that enters university over the next 5-6 years, and then it will pick up again. This has repercussions for U of T, the Faculty of Arts and Science, and the Colleges, and the Dean is consulting widely and working with the Provost. The budget implication is the main concern. It is hoped that more information will be available to present at the April meeting of Council.
• **Convocation**
New College’s convocation ceremony will be held on June 12, 2017 at 2:30 p.m. The speaker and honorary degree recipient will be Prof. Robert Hill. Prof. Hill is a retired professor at UCLA (History) and is very well known. Alissa Trotz led the nomination for Prof. Hill. Reeta Roy, the CEO of the MasterCard Foundation, will also be receiving an honorary degree during the June 2017 convocation period. New College was involved in the nomination for her honorary degree as well.

• **Writing Centre**
Liz Newbery will be the Acting Director of the New College Writing Centre for 2017-2018 while D. Knott is on sabbatical.

• **Vice Principal**
June Larkin has agreed to be the New College Vice Principal for 2017-2018.

**Report from the Chief Administrative Officer**

R. Vander Kraats reported the following:

• **Budget**
There will be a presentation on the budget process made at the April meeting of Council.

• **Plaza Project**
The University asked us to coordinate with the Willcocks Common project, which delayed the College’s Plaza Project. The projects are now harmonized, and community groups are satisfied. There are four approvals needed to start work, and we have received two already: Zoning and Urban Forestry. A Streetscape Application, addressing all of the city’s concerns, was submitted, and they are now requesting a letter of credit, which is the last stage of the approval. The building permit should be very straightforward. Construction will begin May 1st and is scheduled to last for 3 months. We have a 1-month “contingency” in place, as we want all work to be completed prior to the start of the fall term. We are currently in the tender process for a contractor. There will be unpredictable disruptive noise in bursts. As such, we have preemptively moved all summer classes out of the College. A ceremonial groundbreaking will be held at the end of April.

• **Room Renovations**
ACE has bumped WI 1016 and 1017 up on the priority list for major renovations. During May and June, new furniture, A/V and accessible doors will be installed. B. Russell will consult on the project.

• **45 Willcocks Atrium Staircase**
A donation was received from William Doo to upgrade the auditorium. While the renovations are happening, it will be a prime opportunity to re-do the public space at 45 Willcocks. For a number of years, we have wanted to remove the staircase in the atrium, which is there for convenience only and serves no structural or safety purposes. We hope to remove the staircase while the auditorium renovations are happening.
K. Huffman reported the following:

- **Convocation**
  The New College convocation ceremony will be held on June 12. Approximately 700 New College students have requested graduation.

- **Workshops**
  The Registrar’s Office has offered a number of workshops to students. For graduating students, there was a session reviewing the graduation process that also included info on repaying loans and info from the Career Centre. There will be workshop sessions for 1st year students on program enrolments. There will also be workshops targeting IFP and TYP students.

- **Admissions**
  The first round of admission offers were made in February, and the second round went out last week. Fewer offers are being made to “inside Ontario” applicants than last year, but “outside Ontario” offers are higher. The Faculty of Arts and Science and the College have the same enrolment targets as last year.

- **Welcome Events**
  Welcome events will be held for incoming students on May 27 and June 10.

- **New Scholarships and Awards**
  - **New College Scholarship Award**
    This $2,000 award will be awarded to a student entering their 4th year. It is the result of a $94,000 endowment.
  - **New Leaders Scholarship**
    This scholarship will recognize academic excellence and leadership. Three scholarships will be awarded annually: a “Gold Leader” will receive $10,000 and 2 runners-up will receive $5,000 each. There will be a substantial application process. Students will be invited to apply, and the applications will be reviewed by an award committee. The first call for applicants will go out Fall 2017.

*On a motion by K. Huffman, seconded by A. Liddell, the new award records were approved. CARRIED*

L. McCormack-Smith reported the following

- **Orientation**
  The 2017 Orientation Coordinators have been hired: Sara Ikenaga and Aalia Sharafally. Up next are the orientation executives (application packages are due March 18). Orientation leader applications are due March 31. Carousel interviews will happen on April 9. An initial meeting of the orientation team (leaders, marshalls and executives), in a town hall format, will take place on April 20. Orientation will be shorter in 2017 due to the new Fall Reading Week; classes begin on September 7. Orientation events will take place September 4-6, with transition programming on September 7 & 8, and closing ceremonies on September 8. Convocation Hall has been booked for opening
ceremonies on September 4th, and the ROM night event will be held on September 5th. To accommodate the shortened orientation period, some of the academic orientation sessions may be moved to the transition days. Other Colleges are struggling with condensing orientation to 3 days.

- **Don Hiring**
  Don hiring for 2017-2018 should be completed today.

- **Residence Applications**
  Applications for students wishing to return to residence will be available the week of March 20. In the initial round, 264 spaces (30%) have been reserved for upper-year students (first-come, first-served). Applications for first-year students will open April 4th or 5th.

- **Residence Peer Mentor Program**
  The program was a success this year. Next year, the program will increase from 6 mentors to 9 (3 in each building). The mentors help the dons with academic programming and they liaise with the New College Embedded Advising Team (NEAT). Hiring will be completed the week of March 27. Mentors will be receiving increased training this year; some with dons and some separately.

- **Events**
  April 5: StudyFest (New College event)
  April 6: FAS Exam Jam (Arts & Science event)

**Report from Advancement**

A. Liddell reported the following:

- As part of the *Boundless* campaign, New College has raised $8,361,880 as of the end of February 2017.
- Approval has been received to announce the William Doo gift.
- This year’s mentorship program has, once again, been very successful. There were 52 students in the program this year and they were very engaged. Some of the events in this program included a mentee/mentor reception and an etiquette dinner.
- There was a Dinner@NEW in January and there will be another at the end of March. These events are always well attended.
- A New College alum, Dr. Manveen Puri, who wrote “Your Guide to Get into Medical School: Practical Advice by Trusted Professionals”, attended the U of T Medical Career Fair on March 9 along with 3 colleagues who co-wrote the book. Over 100 students were in attendance.
- The New College magazine was submitted for awards. One with the Canadian Council for the Advancement of Education (CCAE) and one with the Council for Advancement and Support of Education (CASE).
- A call has gone out, looking for the “hidden talents” in our New College community. The feature is called “Who New?”
- Y. Roberge met with Garrett Lambert, the first NCSC President, in Victoria, BC. Perhaps the College could consider bringing him here for a talk.
Report from 2016 New College Retreat

- Academic Mission
  D. Knott explained the scope of the College’s academic mission as referring to degree programming and programming that enhances degree programs. The library and the Writing Centre provide additional academic support. The College currently offers extensive co-curricular programming that supports not just our degree programs, but our Community Engaged Learning program, New One, IFP and Independent Studies, in addition to Human Biology and Women and Gender Studies. The Global Food Equity Initiative, as well as international opportunities that we offer students, are good examples of co-curricular programming that support and enhance student learning at New College and embed social justice values. The document attached to the meeting package “New College Strategic Directions – Academic Mission” is the result of the discussions of 4 different tables at the retreat, as well as discussions at the international consultation meeting, Joint Program Directors Meetings, and Academic Affairs. The document was written by L. Manicom, M. Newton, J. Newman and D. Knott. The starting place was the College’s Mission Statement. It was noted that “social justice” appears in many mission statements across the University. We need to define New College’s approach to social justice, which is not to just teach about social justice, but to enact social justice. The statement “Initiatives are not taken not in pursuit of an abstract goal of innovations but rather to respond to the interests of our diverse student body and the questions and knowledge that matter to the communities that we also study. We work to integrate this situated knowledge into our own educational vision” is key. This core commitment is critical in defining the College’s academic mission. Experiential learning is central to the goals formulated by the committee. The College is actively working to increase international opportunities, and this priority is also emphasized. The priorities that emerged are:

  1. Building program capacity and leadership
  2. Developing pedagogy for and access to programming in...core areas
  3. Building and expanding access to key resources

Please see the document for further discussion of these priorities.

- Communication Strategy
  K. Huffman explained that there is, as part of the structure of New College Council, an ad hoc Communications Committee. This committee has existed for approximately 1.5 years, and looks broadly at communication across the College. Their discussions have dovetailed nicely with the discussions held at the retreat. A key recommendation is the need for a strategic plan. There is lots of communication happening in many ways, but it’s not strategically presented. The question: how do we communicate who/what New College is? Ideas include restructuring and redesigning the website; showcasing the academic work of our faculty; create style guide templates for posters/brochures/etc.;
and improving wayfinding in the College. Another idea is having an intranet for faculty and staff. There is a recommendation for an on-going communications position to support our programs, activities, make posters, update the website, etc. A website rebuild would require an 18-24 month contract position. A suggestion was made to have “Just in Time” monitors to give critical time-sensitive information to students while they’re waiting for appointments, etc. Development of a brand identity is a lengthy, but very important process to undertake.

- Community Engagement

  A. Liddell explained that “Community” at New College includes faculty, staff, FAS students, IFP students, Senior Doctoral Fellows, and community partners. A lot of community engagement strategy is based on communication: how, where and how frequently we communicate with our community. A big part of this is the website. It needs to be attractive, easy to navigate and accessible. It should include compelling stories and have information for events. Currently, it’s very text-heavy and needs to include more visuals. The idea of an intranet for communication among faculty and staff was also discussed. A comment was made that people don’t know exactly what their colleagues do or what their roles are. One idea to remedy that would be a “speed-dating for staff members” type event. With respect to community engagement, it is critical that the interactions are not always based on fund-raising. We want them to be engaged with the College, and there are many ways to do that outside of donating money. We also need to focus on our alumni, and provide opportunities for life-long learning. One way we have done this is through the Alumni Speaker Series. We need to develop and promote New College history and recognize leaders within our community. One way to do this is through merit awards (non-monetary) and recognition awards for staff and faculty. We also need to increase College awareness of partnerships and student societies.

Other Business

S. Stewart mentioned that the Community Engaged Learning symposium will be held on April 10 in the Wilson Hall Lounge. The keynote speaker is scheduled for 11:00 a.m. All are invited.

Adjournment

_The meeting was adjourned at 11:55 a.m. on a motion by L. Newbery, seconded by A. Guerson. CARRIED_
University of Toronto

New College Council Constitution

I. The Council of New College exercises its powers and duties under the provisions of the University of Toronto Act. 1971, as amended.

II. Definitions

In this Constitution and the accompanying By-laws:

II.1 “College” means New College and “Council” means the properly composed Council of New College of the University of Toronto.

II.2 “Teaching Staff” means a member of New College who holds an academic appointment of 50% or more at the University of Toronto and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional).

II.3 “Other Academic Appointee” means a member of New College who holds the position of Sessional Lecturer I, II or III.

II.4 “Administrative Staff” means an appointed staff member of New College who is not a member of the teaching staff.

II.5 “Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate at the University of Toronto, who is a member of New College.

II.6 “Alumnus/a” means anyone who was a member of New College and who has received a degree, post-secondary diploma, or for credit certificate from the University of Toronto, or who has completed one year of full-time studies while registered at the University of Toronto, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

II.7 “Member” means any teaching staff, teaching assistants, Writing Centre instructors, sessional lecturers, residence dons, administrative staff, and currently registered students who are affiliated with New College.

II.8 “Honorary Member” means past Principals and anyone else so named by the Members Committee.

III. Council’s General Powers, Duties and Responsibilities
Subject to the provisions of the *University of Toronto Act, 1971*, as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.

III.1 Council shall determine its composition and the number, composition and authority of its committees.

III.2 Council recommends for approval to the appropriate body of Governing Council amendments to College academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the College.

III.3 Council plays an advisory role, tendering advice to the College administration.

**IV. Council’s Specific Powers and Duties**

The specific powers and duties of Council are the following:

IV.1 Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.

IV.2 Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

IV.3 Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.

IV.4 Council shall award scholarships, bursaries, prizes and other awards in the gift of the College and may delegate this responsibility to committees or officers of the College.

IV.5 Council shall establish policies and procedures with respect to appeals by students in connection with the application of the New College Residence Rules and Regulations.

IV.6 Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credits, and non-credit courses which the College sponsors. Council shall consider proposals for the closure of any such programs or courses of study, and it shall monitor the quality and standards of the programs and courses of study.

Council shall recommend for approval to the Faculty of Arts and Science Council the following:

- Proposals for the establishment and closure of academic programs;
- Proposals for major and minor modifications to existing academic programs, diplomas, and certificates;¹ and
- Proposals for the establishment and closure of Category 1 and Category 2 certificates.²

IV.7 Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.

V. Powers, Duties and Responsibilities of the Principal

V.1 Council recognizes that the Principal exercises powers under the authority of the “Policy on Appointment of Academic Administrators” which states that “the Principal of a College is the chief executive officer of the College and reports directly to the Vice-President and Provost.”

V.2 While the Principal may delegate authority to other academic administrators in the College, the Principal retains responsibility for the overall direction of the College and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-College relationships. In this respect, Council recognizes that the Principal has ultimate authority for the allocation and management of the College’s resources.

V.3 The Principal may consult with members of the College on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.

V.4 The Principal shall advise Council of the resource implications of proposed academic policy decisions.

V.5 The Principal shall consult with Council on administrative proposals that may have a significant impact on the College.

VI. Membership of the Council

VI.1 Ex-officio members (voting)

The President of the University, or designate
The Vice-President and Provost, or designate
The Principal
The Vice-Principal
The Registrar
The Director of Residence and Student Life

¹ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.
² Definitions of Category 1, and 2 certificates are provided in the Policy on Certificates (For Credit and Not-For-Credit).
The Chief Administrative Officer  
The Associate Director, Advancement  
The Alumni Development Officer  
The Director, Administration, International Programs  
The Librarian  
The Director of the New College Writing Centre  
One Associate Registrar  
The Academic Directors of the College  
The Director of the Women and Gender Studies Institute  
The Director of the Human Biology Program  
The President of the New College Student Council  
One Vice-President of the New College Student Council  
Two (2) Presidents of the New College Residence Council

VI.2 Elected or appointed members (voting, unless otherwise noted):

Six (6) elected members of the Teaching Staff;  

One (1) representative of the dons in residence;  

One (1) representative of the teaching assistants, Writing Centre instructors, and Other Academic Appointees;  

Six (6) student representatives;  

One (1) course or student union representative corresponding to each academic program housed at the College;  

Two (2) Alumni of the College;  

One (1) representative from the Administrative Staff currently represented by USWA Local 1998;  

One (1) representative from the caretaking and service staff currently represented by CUPE Local 3261.

VII. Terms and Quorum of Council

VII.1 Terms of office of members of Council and its Committees shall be from July 1 to June 30, with some Student members beginning in the September session.

VII.2 Members representing the teaching staff shall hold office for two years and may be re-elected or re-appointed.

VII.3 All other elected and appointed members shall hold office for a term of one year, and may be re-elected or re-appointed.
VII.4 The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.

VIII. Officers

VIII.1 The Council normally shall elect a Chair (non-voting) at its first meeting of the year, by and from among its members for that year who will be continuing members.

VIII.2 The Chair shall convene meetings of Council, and be responsible for maintaining the orderly conduct of the business of Council and shall receive suggestions from members of the Council for items to be put on the agenda, prepare and circulate the agenda and notices of meetings as well as all other documents to be considered by Council, and make other arrangements required to facilitate the business of the Council and its committees.

VIII.3 The Vice-Chair shall be the Registrar.

VIII.4 The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Council may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.

VIII.5 The Chair will serve a one-year term.

IX. Meetings

IX.1 There shall normally be five (5) regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least seven (7) days in advance of the meeting.

IX.2 A special meeting may be called by the Chair of the Council, the Principal, or upon the written request of eight (8) members of the Council, and shall be convened within fourteen (14) days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least seven (7) days prior to the meeting.

IX.3 Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.

IX.4 Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move in camera.

X. By-Laws

X.1 The procedures of Council will be set forth in the By-Laws of Council.
X.2 The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.

X.3 The By-Laws of Council shall be approved by Council.

XI. Parliamentary Authority

The rules contained in the most recent edition of the *Robert’s Rules of Order* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

XII. Amendment of the Constitution and By-Laws

XII.1 The Constitution of the Council may only be amended with the approval of the Council and the Governing Council. Voting shall take place at a regularly constituted meeting provided that notice of the proposed amendment has been submitted at the previous regular meeting, and provided that the proposed amendment has been submitted in writing with seven (7) days notice. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to Governing Council for approval.

XII.2 The By-Laws of the Council may be amended at any regularly constituted meeting of the Council provided that notice of the proposed amendment has been submitted at the previous regular meeting, and provided that the proposed amendment has been submitted in writing with seven (7) days notice. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.

First approved 24 February 1977.

Amended and approved by College Council on 23 January 2012 and approved by the Executive Committee of the Governing Council on 29 March 2012.

Required amendments made to reflect approved updates to the Policy and Procedures on Academic Appointments and the Policy on Certificates (For Credit and Not-for-Credit) on 28 April 2017.
By-Laws of Council

I. Rules of Procedure for the Election and Appointment of Members to Council

I.1 Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.

I.2 Teaching staff representatives will be elected by and from among the teaching staff for a two-year term. Three (3) shall be elected and begin their terms in odd-number years; the other three (3) shall be elected and begin their terms in even-numbered years.

The dons representative will be elected from among their numbers in September.

The teaching assistants, Writing Centre instructors, and Other Academic Appointees representative will be elected from among their numbers in September.

Two (2) of the six student representatives will be appointed by the New College Student Council and four (4) will be elected at large.

Course or student union representatives will be selected in a manner to be determined by the union in question.

Alumni will be appointed by the New College Alumni Council at their discretion.

The USWA Local 1998 representative will be selected from among their members in September;

The CUPE Local 3261 representative will be selected from among their numbers in September.

II. Rules of order

The Chair shall conduct the proceedings in conformity with the Robert's Rules of Order.

III. Voting

Unless otherwise provided for, all questions that come before Council or a committee shall be decided by a majority of members present and voting. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.
IV. Committees of Council

IV.1 The Standing Committees of Council are:

- Academic Affairs
- Building
- Library
- Members
- New Student Service
- Priority, Planning and Budget
- Striking

IV.2 From time to time Council may find it useful to establish Special Committees to consider particular issues, when one or more of the following conditions exist:

a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
b) An issue does not fall readily under an existing Standing Committee; or
c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Council to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

IV.3 General Procedures

IV.3.1 Rules and regulations that guide Council shall also apply to committees of Council.

IV.3.2 Any member of Council shall be eligible for election to any Committee of Council, and any member of Council may nominate or second the nomination of another member of Council, proposed nominations of the Striking Committee notwithstanding. Elections shall be held in those cases where the number of nominees exceeds the number of elected places on each Committee.

IV.3.3 The term of membership of all Standing Committees shall normally be one (1) year renewable.

IV.3.4 Each committee, except the Striking Committee, shall meet annually in person to elect its own Chair from among its members no later than thirty working days after the membership of the committee is decided by Council.

IV.3.5 The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.
IV.3.6 All Standing Committees shall have the power to appoint two (2) additional members. Such appointments shall be ratified by Council.

IV.3.7 The Principal is, *ex officio*, a member of all Standing Committees.

IV.3.8 All Standing Committee members, including *ex officio* members, have voting privileges unless otherwise specified.

IV.3.9 Standing Committee meetings may be called by the Chair of the Standing Committee with at least three working days notice. Standing Committee meetings are to be called when at least three members of Council request of the Chair that this be done.

IV.3.10 All Standing Committees shall report to Council on their deliberations, recommendations, and decisions at least once in each academic year.

IV.3.11 Records of all Standing Committees shall be maintained by the Secretary of Council.

IV.3.12 Unless otherwise stated, one-third of the members shall constitute a quorum for Standing Committees.

IV.3.13 If a member misses two consecutive regular meetings of Council without providing a reason acceptable to the Chair of the Council, the member’s seat shall be vacant and shall be filled for the balance of the term in a manner decided by Council by the next meeting.

IV.3.14 With the exception of the procedures outlined immediately preceding, each Committee shall have discretion over its own procedures.

**IV.4 Academic Affairs Committee**

IV.4.1 **Membership**

Council shall approve the membership of the Academic Affairs Committee composed of the following:

Five (5) members of Council elected by majority vote of Council

Ex-officio: the Principal, the Registrar, the Vice-Principal, the Program Directors of each academic program, the Librarian, the Director of the New College Writing Centre.

IV.4.2 **Function**

To consider such matters as relate to the planning, design, staffing and standards of courses and programs to be mounted under the auspices of New College;

To recommend scholarship policy to the Council;

To recommend an annual program budget to the Priority Planning and Budget Committee;
To receive on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.

To advise Council on proposals for the establishment and closure of academic programs, the establishment and closure of Category 1\(^1\) and Category 2\(^2\) certificates, and major and minor modifications to existing academic programs, diplomas, and certificates.\(^3\)

IV.4.3 Procedures

Committee meetings shall normally be closed.

IV.5 Building Committee

IV.5.1 Membership

Council shall approve the membership of the Building Committee composed of the following:

One (1) member of the Teaching Staff nominated by and from among the Teaching Staff members of Council
One (1) representative of the residence dons
Two (2) students approved by the New College Student Council
One (1) of the head stewards

Ex-officio: the Principal, the Director of the Office of Residence and Student Life, the Director of Business Services, the Property Manager.

IV.5.2 Function

To formulate proposals concerning the maintenance and improvement of the physical facilities, IT infrastructure, and fabric of the College buildings.

IV.5.3 Procedures

Committee meetings shall normally be closed.

IV.6 Library Committee

IV.6.1 Membership

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\(^1\) Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the *Policy on Certificates (For Credit and Not-For-Credit)*.

\(^2\) Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-For-Credit)*.

\(^3\) Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.
Council shall approve the membership of the Library Committee composed of the following:

Four (4) members of the Council selected by majority vote of the Council;

Ex-officio: the Principal, the Librarian.

**IV.6.2 Function**

To consider such matters as relate to planning, staffing and policy of the College Library;
To recommend an annual library budget to Council;

**IV.6.3 Procedures**

Committee meetings shall normally be closed.

**IV.7 Members Committee**

**IV.7.1 Membership**

Council shall approve the membership of the Members Committee composed of the following:

One (1) honorary member
Five (5) members of Council as follows:
- two (2) members of the Teaching Staff,
- one (1) student
- one (1) member of the Administrative Staff,
- one (1) alumna/us

Ex-officio: the Principal, the Senior Development Officer

**IV.7.2 Function**

To be responsible for defining and promoting the privileges and responsibilities of college membership, and make nominations for honorary members.;
To have its decisions ratified by Council,

**IV.7.3 Procedures**

Committee meetings shall normally be closed.

**IV.8 New Student Service Committee**

**IV.8.1 Membership**
Council shall approve the membership of the New Student Service Committee composed of the following:

Four (4) New College Student Council representatives (including the President, Orientation Chairs, Commuters’ Representative)

Two (2) New College Residence Council Representatives

Ex-officio: the Principal, the Registrar, an Associate Registrar, the Director of the Office of Residence and Student Life, the Librarian, the Director of the Writing Centre, the Alumni Development Officer

IV.8.2 Function

To be responsible for overseeing the September Orientation week, including approving the program of events, selecting a chair and co-chair

To review and oversee the various mentorship programs in the college

To consider matters that relate to academic support and the quality of the student experience in the college.

IV.8.3 Procedures

Committee meetings shall normally be open.

IV.9 Priority Planning and Budget Committee

IV.9.1 Membership

Council shall approve the membership of the Priority Planning and Budget Committee composed of the following:

Four (4) members of Council elected by majority vote of the Council at its first regular meeting;

Ex-officio: the Principal, the President of the New College Student Council, the Registrar, the Director of the Office of Residence and Student Life, the Director of the Women and Gender Studies Institute, the Director of the Human Biology Program, the Director of Business Services, the Librarian, the Senior Development Officer

IV.9.2 Function

To consider such matters as relate to financing, planning and priority-setting for the College, its programs, activities, services and facilities;

To recommend an annual budget for the College for the approval of Council;
To pose such long-range planning and budgetary issues for the deliberation of Council as may be required of the College by reason of request of the University or internal need;

To have the responsibility to advise the Principal in lieu of all other Standing Committees if a meeting of the full Council cannot be convened.

IV.9.3 Procedures

Committee meetings shall normally be closed.

IV.10 Striking Committee

IV.10.1 Membership

Council shall approve the membership of the Striking Committee composed of the following:

Four (4) members of Council elected by Council at its final meeting in the Spring;

Ex-officio: the Principal, the President of the New College Student Council

IV.10.2 Function

To seek the guidance of Council with a view to proposing suitable lists of candidates to staff elected positions on all Standing Committees of Council;

To propose candidates for membership of Standing Committees at the first meeting of Council after September 1 and designate one member of each committee as convenor to call the first meeting; and propose a candidate for the Chair of Council.

Not to propose candidates to succeed itself; this shall be the business of the full Council at its last meeting.

IV.10.3 Procedures

Committee meetings shall normally be closed.

V. Dates of Amendment

Required amendments made to reflect approved updates to the Policy and Procedures on Academic Appointments and the Policy on Certificates (For Credit and Not-for-Credit) on 28 April 2017.

19 April 1977

Amended: 6 January 1978
11 November 1980
11 March 1981
University of Toronto, New College Council By-Laws

18 April 1986
28 March 1990
23 September 1997
24 November 2006
30 January 2009
13 May 2010
23 January 2012
New College Strategic Directions - Infrastructure

- Infrastructure (space) serves the needs of the College – What are those needs? To quote the Academic Mission Strategic Directions:
  “Building and expanding access to key resources by:
  Enhancing space for academic programs and academic support”

- Consensus of the groups at the Retreat – We have grown considerably as a College with little strategic consideration of space needs resulting from that growth

  New College enrollment: 4,358 → 5,294 (2008 → 2016) – 21%
  New College courses offered: 46 → 85 (2008 → 2017) – 85%

- Consensus of the groups – Given the current level of activity, the College is very short of space

- Is the College now at the right size?
  - Building Committee consensus: would prefer the College to stay at the current size but must improve/expand facilities
  - The College still needs to expand some programs and student services to fully meet the extra demands arising from the increased enrolment
  - In addition, residence expansion is desirable as it would allow for more returning students and a return to accepting more students from other faculties

- Organize goals, strategies and plans along the lines of planning horizons of different durations commensurate with underlying projects
  - Building Committee consensus: The College should create a master space plan to provide a framework within which to make space decisions over the next five years. Aim for a December 2017 completion date
**Short-Term Goals**

- Improve usability, functionality and accessibility of the current space
- Ensure maintenance protocols are well known to effect speedy repairs
- Enhance the visibility of the New College Initiatives Infrastructure Fund for lower-cost space improvement projects
- Review room booking policies to optimize use
- Projects that could receive immediate attention
  - Wilson Lounge
  - Wetmore Hall administrative corridor

**Medium-Term Goals**

- Identify and prioritize the projects that could address space concerns quickly
  - Wetmore Hall basement area (south area near the tunnel to Wilson)
  - Wetmore Dining Hall stage area
  - Wilson Hall 2007D (former Dean’s apartment)
  - Michael Dixon Senior Common Room
  - William Doo renovation ($1 million donation pledged)
  - 45 Willcocks Lounge revitalization (new “Commuter Lounge”)
  - 45 Willcocks second floor conversion to office space (decision must be made as part of the prior year’s residence budget submission to the Service Ancillary Review Group)
Long-Term Goals

- Expansion of Wilson Hall westward to Spadina Avenue recently added to the University’s Secondary Plan
- New College Building Expansion Fund will be $3.5 million on April 30th, 2017
- University’s “Terms of Reference” process underway
- Many possibilities for the College to consider:
  - New academic/teaching/student/administrative space possibilities
  - Expansion in the number of residence beds possible
  - Intensify the multi-purpose nature of 45 Willcocks by permanently converting residence floors to office use
  - Ground floor retail possibilities
  - Enhanced entrance to the Wilson Hall Dining Hall
  - Possible provision of space to an Arts & Science department that would complement the mission of New College
- If the College decides to move forward with the Wilson building expansion, how do we best transition to meet the near-term space needs through a combination of construction, temporary measures and staging space?
Accessibility for Ontarians with Disabilities Act Goals

- In all of our designs we must continue to increase accessibility at the College
- AODA legislation will come fully into force in the year 2025
- As a strategic direction for the College, should we be proactive in determining the implications of the legislation for the College?
  - Building Committee consensus: The College should establish an accessibility fund and commission a review of accessibility needs at the College by external consultants
  - PPB Committee consensus: The College should strive to a leader at the University in achieving AODA compliance