AGENDA:

1. Introduction and Welcome to New Members

2. Minutes of the Meeting of May 5, 2020  (attached)

3. Business Arising from the Minutes

   i) Election of New Members
   ii) Formation of New Committees
   iii) Election of Chair

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

6. Report from Standing Committees
   i) Academic Affairs – T. Goldstein

7. Report of the Principal – B. McElhinny


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

11. Report from the Writing Centre – L. Newbery

12. Report from the Advancement Office – S. Stewart

13. Report from the Communications Office – N. Cahill

14. Other Business

15. Adjournment
NEW COLLEGE COUNCIL
Minutes of the meeting of Tuesday, May 5, 2020
12:10 p.m. – 2:00 p.m.


Regrets: None received

B. McElhinny introduced Professor Tara Goldstein, the new Vice Principal of New College. Although her term doesn’t start until July 1, 2020, she will start participating in meetings now to help ensure a smooth transition. T. Goldstein thanked everyone for their help in answering her question.

Minutes of the Meeting of March 5, 2020

The minutes of the meeting of March 5, 2020 were accepted as recorded.

Business Arising from the Minutes

There was no business arising from the minutes.

Report from Student Councils

• NCSC
  ♦ Elections for the 2020-2021 NCSC were held and a new executive has been selected. Lucy Zuo is the new incoming president.
  ♦ All events from the beginning of March to the end of the school year were cancelled, including the formal. Students will be refunded the ticket prices.
  ♦ The Council held a transition meeting last night.
  ♦ On behalf of the 2019-2020 NCSC, the College administration was thanked for their support.

J. Newman thanked the students for their efforts during an unusual year.

Report from Standing Committees

• Academic Affairs
  J. Larkin reported the following:
  ♦ The final scheduled meeting of the year was held April 6, 2020. However, given the current situation, there will be additional meetings throughout the summer.
  ♦ Contingency plans were received from each instructor and were reviewed by J. Larkin and N. Crawley. J. Larkin contacted all instructors individually as well.
  ♦ The College was asked to consider new summer course proposals, as the Faculty of Arts and Science indicated they needed additional courses. A number of interesting proposals were submitted during a very tight 48-hour turnaround time, but none were approved.
The already-approved summer courses are going forward.
Need to rethink pedagogy, professional development and equity during these times.
J. Newman and A. Kwak were thanked for their assistance. All members of the New College community were thanked for their efforts in keeping the College and its programs running, with particular thanks expressed for those still working on campus.

NEWSS
L. McCormack-Smith reported the following:
- The committee is meeting remotely to prepare for orientation and the return of students in the Fall.
- Applications for the Student Centre in 2020-2021 are currently being reviewed. The selection committee is comprised of staff and students. Groups are required to apply for space and submit applications on time.

Library Committee
J. Newman reported the following:
- The hiring committee has reviewed the applications received for the new position in the library. The applicant pool was very strong, and a list of candidates have been selected for interviews.
- A. Kwak has received course readings and is putting them online.
- Digital access to 2.5 million books is available through the Hathi trust. These are books that are not normally available in a digital format, but are being made available while libraries are closed.
- The catalogue is being updated.
- Contact the library for help in accessing digital resources.
- The central library system is looking at a phased re-opening, beginning with curbside pickup.

Report of the Principal
B. McElhinny reported the following:

Thanks
Many complex questions arose when moving to remote/online teaching and working. Everyone was thanked for their support during the transition. D. Banh and J. Stronghill were thanked for their support of remote workers. L. McCormack-Smith, N. Butler and the entire ORSL team were thanked for their work in ensuring safety for the students in residence. At the start, there were 880 students in residence with shared bathrooms and a communal dining room. Many challenges were faced in establishing social distancing. Meal delivery was altered. Students who could go home were supported, as were students who couldn’t. The Chinese ambassador asked the President of the University how students are being supported.

Strategies
We need to think about what self-isolation and quarantine means. Vivek Goel has been very helpful in thinking through questions and putting them into broader conversations. We have dormitory-style residences that present unique challenges. Parents and students are not comfortable thinking about sharing rooms, being in residence or eating in dining halls. V. Goel has reviewed our plans.
Summer
All summer youth camps and recreation camps have been cancelled. Summer courses are starting. The number of students enrolled in summer courses is larger than anticipated.

Convocation
Physical convocation ceremonies have been cancelled. After a petition in which 12,000 signatures were collected, the decision was made to offer virtual graduation ceremonies. The Faculty of Arts and Science will offer an in-person ceremony when it is possible to do so. How do we at New College want to mark our students’ graduation?

Fall Planning & Concerns
♦ We need to think about pedagogies for online courses.
♦ How much residence space will be available in the fall? New College can support around 300 students under quarantine protocols.
♦ There are concerns around enrolment. 40% of the university’s income is based on international student revenue. V. Goel predicts that travel restrictions will be in place through December. Visa processing sites are closed, and there may even be domestic travel restrictions.
♦ Labs are closed except for animal labs and those researching COVID. Space has been re-purposed. Lab re-opening will be phased.
♦ We have been asked to submit capital projects, as it is thought that the government will be interested in investing in these as a way to help the economy.
♦ Ventilation guidelines will need to be investigated.
♦ People will return to work in phases. What will that look like?
♦ Classrooms are being mapped to see how courses can accommodate social distancing. A room that normally holds 250 may only appropriately hold 30-50.
♦ Fall timetabling decisions are due by May 20. FAS supports the dual-delivery model for the Fall Term. All courses with an enrolment cap under 200 will be offered in both an online and in-person format. Larger courses (200+) will be offered in an online format only. There is unanimous support for this format at PDAD&C. APSC is moving more towards online only.
♦ Spatial constraints, lack of additional funding from FAS and workload considerations (dual delivery workload is significant) will impact our course offerings. We will be offering fewer courses than we usual offer. There are also labour issues to consider.

Academic Positions
We made two joint academic position requests. One was between African Studies and English; the other was between Caribbean Studies and Comparative Literature. The second was rejected; there are ongoing discussions around the first. The search in Equity Studies is not yet completed.

Digital Divide
Not everyone knows about computer access on campus. Need to make sure instructors and students know about bursaries and computer support available to them. A survey will be conducted to register concerns regarding online course delivery.

Report of the Chief Administrative Officer

R. Vander Kraats welcomed T. Goldstein and reported the following:

Thanks
The work of onsite workers at the College was acknowledged. 28 essential workers have been
identified: 17 caretakers, 3 building maintenance technicians, 2 in summer operations, 3 at the front desk and 3 in residence. New cleaning protocols using new cleaning protocols have been established. Breakfast and lunch are being provided to essential onsite staff.

- **Summer Residence**
The College summer operations have dramatically altered due to COVID. Normally, we sell 75,000 bed nights over the summer, and revenues are used to subsidize the fall/winter residence budget. We will not be open this year to the general public, only to students unable to travel home. There are 130 students in residence now, all located in Wilson Hall and 45 Willcocks. Construction will be taking place in Wetmore. There is a mandatory summer meal plan. Emergency bursaries are available to all students.

- **Summer English Programs**
Youth and adult English programs (IEP) have been cancelled this summer. Summer IFP will be offered, but as an online-only platform. The program offers a lot of support in addition to academic instruction and we need to figure out how to do this remotely. We will leverage what is learned from the Summer IFP to the Fall/Winter IFP. Fortunately, we were able to offer pay continuity to all appointed staff and contract instructors in IFP. Unfortunately, this is the 25 year anniversary for the IEP and was projected to be the biggest year (1400 students).

- **Construction Projects**
Construction resumed as of yesterday. One project is not yet finished: William Doo Auditorium and the student lounges. Deficiencies identified by the inspector are being reviewed. 5 capital projects and 2 major maintenance projects are in the planning phase. The University has advised us to continue to move forward, as we want to be ready with projects when the government announces funding. We hope 1 or 2 of our projects will be on the priority list.

- **Finances**
Last week was fiscal year-end. We are now in FY 2021. There’s a large carry-forward in the operating budget, with a significant contingency fund. There is also over $5 million in our project accounts. The University has asked us to track any additional COVID-related expenses.

S. Mojab asked if we can access NCIF. R. Vander Kraats said that there are carryforwards in each bin. Some funding is available going forward, but we have decisions to make. We need subsidy from income to supplement the operating budget before putting funds into the NCIF bins.

**Report of the Vice Principal**

J. Larkin reported the following:

- Marks for S & Y courses were due yesterday, and so the term is now complete. All instructors were thanked for their work. We expect a number of petitions. N. Crawley was thanked for supporting our students and instructors through the end of the term.

- Summer courses started yesterday. All courses are online. The instructors are very eager and did not express concern about moving online. Course enrolments are extremely healthy: 5 of our 7 courses are full with waitlists.

- Currently rethinking the Fall timetable. What supports do instructors need? How can we best ensure the safety of faculty, staff and students while maintaining our commitment to the student experience.

B. McElhinny thanked J. Larkin for her work as Vice Principal.
Report from the Registrar's Office

K. Huffman reported the following:

- 2,500 emails were received in the frontline main email box in April. This excludes correspondence (approximately 1,000 emails) around bursary grants. K. Huffman thanked the staff of the Registrar's Office.
- The credit/no credit and drop deadlines were extended.
- There is a marked increase in summer enrolment. Across all divisions, summer enrolment is up by 7,000. The enrolment at New College is up by about 1,000. Our current summer enrolment is about 2,700.
- Access to emergency grants will continue through the summer for students registered in summer courses, as does the online illness declaration.
- There is a lot of uncertainty around Fall enrolments. People may accept offers but then not show in the fall or may defer their offers. There were 300 more acceptances this year than last, but we really have no idea as to what the final numbers will look like.
- This year’s welcome event will be offered in an online format.

Report from the Office of Residence and Student Life

L. McCormack-Smith reported the following:

- There are currently 120 students in residence. The majority were here for the Fall/Winter session but were unable to leave when COVID started. Summer town halls will replace in-person meetings, and over 70 attended the first one. The community is very active and engaged. A full suite of programming is offered, with the first event happening today: zoom kickboxing classes. The houses have been broken down into new houses for the summer with planet designators.
- There is concern over how many residents we can bring back in the fall. We can safely assume that there won’t be any double rooms and that dining room modifications may need to be made.
- Orientation planning is underway. Orientation will look very different than in the past. NCSC and orientation executives were thanked.
- T. Le Blanc and J. Retnakanthan were thanked for their work on the welcome event.
- No residence offers will be made before June 1.
- ORSL staff members were thanked for their work throughout the year, but especially for the hard work over the past few months.

H. Si thanked ORSL for the support provided to the IFP students. The students still in Toronto were offered support by IFP, but the support was declined, as the support received from ORSL was/is sufficient.

Report from the Writing Centre

L. Newbery reported the following:

- The programs offered by the Writing Centre are expanding, with the exception of the 1:1 writing support, as there are limits on this due to office space.
• 2,700 1:1 appointments were offered over the Fall/Winter, with very good uptake. The students attending these appointments come from all disciplines, with students in New College courses, Human Biology courses and Women and Gender Studies courses being the majority.
• In-class workshops have expanded exponentially over the last 6 years, and are spread across the programs.
• Programming has a range of foci, including publishing, community building, and building self-identity as writers. Support for graduate school applications is also provided.
• Over the summer, several pilot programs will be run, with the intent to “iron out any kinks” so that they are ready for the Fall.
• Students need to be aware that the Writing Centre is still open and offering dynamic programming to meet their needs.
• 1:1 online conferencing has been working very well. Two new programs (New Reading Spaces and New Writing Spaces) will be launched, spearheaded by S. Stewart, with the intent to develop community spaces for students in isolation and students who are losing focus due to distance from their classes. These will be regular, online occurrences where students can work alongside others.
• A few New College classes have been targeted to pilot some in-class workshops and in-class modalities.
• Thinking fully about transition programming, mostly focused on incoming students and looking at how it dovetails with the Faculty of Arts and Science “Arrive Ready” programming. The modalities for both the in-class workshops and the transition programming will be similar. Most of the work can be housed on Quercus sites. Videos are being created, and both synchronous and asynchronous modules are being developed.

Report from the Office of Advancement

C. Argiropoulos reported the following:

• Central advancement has created 2 funds: one fund is for COVID research, which is supporting 31 projects; and one fund is for emergency student bursaries, supporting students in urgent need. Strategic emails were sent to alumni and donors soliciting donations to these funds. So far, 1,300 annual giving donors have supported these funds so far. Note: today is a global day of giving and unity that has been launched to respond to urgent needs arising due to COVID-19.
• Updates are being sent to approximately 12,000 alumni.
• The alumni reunion event was cancelled, as were all other planned events. Looking at how to shift events online.
• The office is working on customized outreach, such as emailing specific program alumni.
• Thinking about providing virtual content that is meaningful to our alumni. Planning webinars for the class of 2020.
• Central alumni relations is putting together a central resource of events and tools for alumni.

Report from the Communications Office

N. Cahill reported the following:

• The office is busy providing support to programs and working with J. Newman, B. McElhinny, ORSL and the Registrar’s Office.
The "New Routes" newsletter has been launched.

A unanimous choice was made in the selection of a vendor to help create our new visual identity and website. The project will start on June 1.

Central communication has asked for convocation-related stories.

Other Business

J. Newman noted that NCC may need to meet again throughout the summer. He thanked everyone for their contributions.

Adjournment

On a motion by B. Russell, seconded by J. Larkin, the meeting was adjourned at 2:14 p.m. CARRIED