

New College Council

Meeting of Thursday, March 6, 2025, 12:10 p.m. – 2:00 p.m.

AGENDA:

1. Minutes of the Meeting of January 27, 2025 ([attached](#))
2. Business Arising from the Minutes
3. Report from Student Councils
 - i.NCSC
 - ii.NCRC
 - iii.Course Unions
4. Report from Standing Committees
5. Report of the Principal – R. Gazzale
6. Report of the Vice Principal – A. Guerson
7. Report of the Chief Administrative Officer – R. Vander Kraats
8. Report from the Writing Centre – M. Prescott-Brown
9. Report from the Librarian – M. Redden
10. Report from the Registrar's Office – K. Huffman
11. Report from the Office of Residence and Student Life – L. McCormack-Smith
12. Other Business

NEW COLLEGE COUNCIL

Minutes of the meeting of Monday, January 27, 2025,
12:10 p.m. – 2:00 p.m.

Present: R. Gazzale, K. Huffman, A. Guerson, R. Vander Kraats, B. Russell, D. Chang, L. McCormack-Smith, A. McGuire, F. Garrett, E. Weisbaum, N. Siddiqui, R. Buiani, M. Redden, T. Walkland, H. Si, B. Registe, D. Racelis, C. Ramsaroop, S. Doyle-Wood, A. Rodrigues Magalhaes, W. Tran, F. Zhang, Noé Coffin, Dhakkshayanie Nimal Ganapathiraj (NCSC), Sung Park (NCSC), Chloe Legel (NCRC), Steven Guan (NCRC), Erika Ozols (ESSU), Shantel Reece (ESSU)

Regrets: S. Aidid, A. Stone, T. Seburn

Introduction

K. Huffman gave the University of Toronto [Land Acknowledgement](#).

Agenda

K. Huffman motioned to approve the agenda.

M. Redden seconded. The motion opened for discussion and voting.

The motion carried and the agenda was approved.

Minutes of the Meeting of December 12, 2024

M. Redden motioned to approve the minutes.

B. Russell seconded.

T. Walkland asked to be added to the list of regrets for the December 12th meeting.

The minutes were approved.

Business Arising from the Minutes

Buddhism, Psychology and Mental Health (BPMH) Special Committee

K. Huffman explained that a motion was put forward in the previous New College Council (NCC) meeting to assemble a special committee to review the process under which the recommendation of the closure of the BPMH program was struck. The finalized terms of reference may be found [here](#).

M. Redden added the composition of the special committee will consist of a Librarian, the BPMH Program Director, a student representative from the BPMH program, a member of the New College Registrar's Office, and up to two other members of which only one should be affiliated with the BPMH program.

K. Huffman elaborated that the Librarian position would be M. Redden as they originally motioned for the special committee to be formed, and F. Garrett would be a member as the BPMH Program Director. As for the BPMH student representative, a suggestion would be a member of the BPSU, which is the BPMH's student union, who would be either elected or be a member of their executive team. The College Registrar's representative would be K. Huffman. The remaining two members would ideally be members of NCC.

K. Huffman asked the meeting attendees for feedback and other suggestions regarding the special committee's composition. There were no comments.

K. Huffman invited volunteers to join the special committee.

A. McGuire expressed interest in joining the special committee and asked for clarification on its scope of responsibilities as well as the anticipated time commitment.

K. Huffman responded that the suggestion for the committee is that it meet and be able to report back at the final NCC meeting of this academic year, which is on April 7th. The scope of its responsibilities involves gathering information, reviewing reports from across the various areas where decision making and consultation occurred, looking at the guidelines of some of the Faculty of Arts and Science's governance requirements, and reviewing the BPMH program's UTQAP process.

A. McGuire agreed to join the special committee.

L. McCormack-Smith also agreed to join the special committee.

M. Redden volunteered to coordinate the special committee's first meeting.

Report from Student Councils

NCSC – N. Siddiqui:

General Updates

- Winter General Meeting to take place on February 5th.
 - All Council members will discuss their plans for the year and how they plan to allocate their budget.
 - All New College constituents may attend.
- Winter intramurals have successfully begun.

Events

- January 31: Lunar New Year Party (IFP & Mid-Year Representatives)
- February 7: BIPOC Study Café (Equity Commissioner)
- February 9: Super Bowl Watch Party (Athletics Commissioner)

- February 13: Semi-Formal (Social Commissioners)
 - Hosting 300+ attendees
- February 14: Valentine's Day Event (Mid-Year Representatives & Social Commissioners)
- February 15: Hockey Night with the Toronto Marlies (Athletics Commissioner)
 - Discounted tickets available for New College constituents due to partnership with the Toronto Marlies team.

NCRC – Chloe Legel:

Council Activity Updates

- Building, Dining, Finance and Social Committees will complete their third meeting in the coming two weeks.
- General Assembly Meeting (consists of Junior House Council Representatives and House Representatives) will be held February 5th.
 - Will be reviewing and approving financial expenditures for 20 events spanning across February and March.
- Constitution Review Committee has been formed and will meet January 30th.
- Monthly event programming for specific buildings and the wider residence are being planned.

Course Unions:

ESSU – Erika Ozols

General Updates

- Events
 - January 20: Write and Relax Social
 - Hosted in early January in collaboration with the New College Writing Centre.
 - Middle-late February: Academic Seminar for Black History Month
 - Partnering with the African Food Basket for a food justice seminar. They are a non-profit coalition in Toronto that supports Black, Caribbean, and African people who are at risk of poverty and food insecurity.
 - End of February-beginning of March: Academic Movie Night
 - Collaboration with the Women and Gender Studies Student Union.
 - Screening of Hidden Figures.
 - Beginning of March: Women's Day Collaboration with the Hart House Social Justice Committee
 - End of March: Equity Studies 25th Anniversary
 - Annual General Meeting, no official date and time yet.

Report from Standing Committees

Academic Affairs – A. Guerson:

- Academic Affairs has not met since the last NCC meeting, but there are two updates.
 - Additions to Critical Studies in Equity and Solidarity Elective Course List.
 - Our last meeting we approved some housekeeping changes in the CSES program, updating our list of electives by adding 148 courses. We consulted 44 different units across the university and heard back from 43 of them. During this process, a handful of courses (5) were identified as not being suitable for inclusion in our list of electives since they were either slated for retirement or had enrolment controls. Units suggested other courses we might be interested in that they are proposing this year, or we had missed. We will look at those and bring them to Academic Affairs if needed.
 - These changes were passed at the Undergraduate curriculum meetings last week and we were informed that if we want to add those extra courses, we can do so for the March meeting
 - Writing Centre Subcommittee.
 - The subcommittee has been created and membership in the committee has since been confirmed. We have our first meeting January 28th to go over our terms of reference and confirm the scope of what we are hoping to achieve. We will have more to report by the next NCC.
- E. Weisbaum shared upcoming BPMH events and initiatives
 - February 7: Envisioning EnvironMENTAL Wellness – Symposium on Mental and Planetary Health
 - Location: Trinity College, free registration.
 - NCIF/BPMH partnership with the Trinity Integrated Sustainability Initiative and School of the Environment.
 - Panels and workshops as well as training/speaker from the Suzuki Foundation.
 - Discussions and performances looking at how mental health intersects with planetary health.
 - Mikayla Redden and Elli Weisbaum will be giving the opening session (discussion and practice).
 - February 26: Hip Hop Sound Bath “Inner Disarmament”
 - Location: William Doo Auditorium, 10 AM – 1 PM seating first-come, first-served.
 - BPMH and BPSU collaboration, open to all New College faculty, staff, and students.
 - Lecture, hip hop, singing bowls.
 - Option to attend first half, 10 AM – 11:30 AM.
 - February 17th – 22nd: Indigenous Education Week
 - Location: Various ones around campus.
 - New College and BPMH partnership with the First Nations House.
 - Example of an event: Saturday, February 22nd Drum Circle Social with a group from Bear Creek (majority of events open to all U of T students, faculty and staff).
 - EASE Lab – Contemplative Science Research in Action
 - 45+ attended the launch in December and 40+ attended the January meeting (hybrid online/in-person)

- Transdisciplinary work around mental health, planetary health, eco justice, and other interdisciplinary branches of research that blend the humanities and sciences.
 - E.g., A medical student made films as a way of collecting data came to the last meeting.
- The idea is we hear from students that finding research and collaboration opportunities can be challenging, so this lab serves as a place where people can come hear from students and faculty about their research.
- Monthly meeting (open to all) with 20-minute presentations on current work/research, followed by discussion and networking amongst students, researchers and faculty.
 - Next meetings: February 17th and March 17th
- Collaboration with ROM
 - Takeover to explore contemplative science.
- 4 NCIF supported undergraduate fellows
 - 2 fellows/BPMH students invited to speak on contemplative science “young scientist” panel at international conference/retreat in France June 2025.
- Lunar New Year Event
 - Free parallel calligraphies from Plum Village
 - Research and academic collaborators in mindfulness practice centre, located in Bergerac, France.
 - The calligraphy is meant to invite reflection and serve as a warm welcome in your classes this week.
 - English, Vietnamese, French and German versions can be found [here](#).

Building Committee – R. Vander Kraats

- Building Committee meeting scheduled for February 3, 2025.

New Student Services Committee (NEWSS) – L. McCormack-Smith

- NEWSS meeting on January 28, 2025 to discuss a survey that will be circulated soon.

Report from the Principal – R. Gazzale

- New email address for the Principal’s Office: office.nc.principal@utoronto.ca
 - Will be used by the Principal’s Office’s administrative staff for all non-private as well as administrative queries.
 - The original email, nc.principal@utoronto.ca will transition to, by the end of the term, only be used by the New College Principal due to the sensitivity of the information for which the role is responsible.
- Communications updates.
 - New monitor directories at the New College entrances.
 - Completed by Don Banh (IT Lead Coordinator) and Alana Rodrigues Magalhaes.

- Push to update signage around the College (e.g., there are still mentions of HMB despite them having moved out months ago).
- New College Calendar project.
 - A work in progress initiative to establish an internal-facing New College calendar so members of the College can see and share all the College-affiliated events and ongoing things happening each day and around the campus.
 - Will share events from all offices and members of the College (e.g., student groups, Registrar's Office, academic programs etc.) and is meant to promote transparency with respect to collaboration and communication.
- New Associate Director, Advancement.
 - Belmira Montenegro has started in the role.
 - The Principal's Office is starting to turn its attention to revising the funding priorities for New College.
 - Different constituents have been consulted, and many more consultations are under way.
- New Staff Awards.
 - Two different staff awards will be established.
 - The first award is for achievements an individual has made during a given year, while the second award is a lifetime achievement award.
 - The first award will be open to all non-teaching staff, while the second award will be open to all staff.
 - Rationale: Many individuals do amazing work at the College but tend not to be recognized by awards at the level of the Faculty of Arts and Science or at the University.
- Event: An Evening with Author Zalika Reid-Benta
 - Thursday, February 27th from 6:00 to 8:00 PM in the William Doo Auditorium.
 - Zalika Reid-Benta will discuss her debut novel *River Mumma* and award-winning story collection *Frying Plantain*, followed by a moderated discussion.
 - A collaboration between the Centre for Caribbean Studies and Victoria College as she is an alumna of both.

Report from the Vice-Principal – A. Guerson

- UTQAP External Review Site Visit of the Critical Studies in Equity and Solidarity Program is set for Monday, February 10th.
 - The itinerary has been nearly finalized; A. McGuire is working hard on finalizing the details, such as confirming student attendees, as we are hoping to have holistic representation of the program there. It is a tight agenda, as these things often are, and I want to thank all those of you who have set some time aside that day to speak with the reviewers.
- The term has started on schedule despite how tight it felt to have the university re-open on the same day as classes started, leaving little room for administrative tasks.
- Hosted a “Dinner at New” while R. Gazzale was away.
 - Faith Edem, one of our alumni who works in the field of climate policy, was our guest, and despite the significantly cold weather, the dinner was well attended by a truly amazing cohort of students who had amazing questions for our guest.

- New College Initiative Fund (NCIF)
 - We are working on updating our NCIF description on the website as well as providing more details on timelines and processes.
 - A new online form has been created, which automates some of the process, and is currently being tested. An email update will be sent out once the form is officially in circulation.
- Belize Trip
 - Being led by June Larkin and supported by Nancy Dragicevic (New College Program Support Officer).
 - The first set of deadlines closed this Sunday, although Indigenous Studies has a slightly different deadline. Nancy has reported a healthy number of applications but they are still going through them and getting packages ready for unit heads to review.
- Teaching fellowships.
 - Both A. Guerson and R. Gazzale have been in conversation with our affiliated units at the college on a proposed teaching fellowship. We are hoping to have more of a draft of this fellowship by the next Academic Affairs meeting at the end of next month. We will meet with our own program directors on February 6th, so I will have more to report for the next meeting.
 - A. Guerson has also consulted with Labour Relations, as some elements of these fellowships will involve agreements with CUPE 3902's Unit 1.
 - Will submit proposed teaching fellowships to them in the Summer so they can review.

Report from the Chief Administrative Officer – R. Vander Kraats

- Meal Plan Structure for Next Year
 - R. Gazzale, R. Vander Kraats, and L. McCormack-Smith have been meeting with St. George Food Services to finalize the meal plan structure for next year.
 - New College started working with St. George food services about eight years ago.
 - Meal plans are mandatory for students living in New College residences.
 - Currently, meal plans are operating on a declining balance method, wherein menu items are priced individually, and meal plan users pay for what they select. Thus, their balance declines as the semester progresses.
 - The declining balance model was adopted by the College during the pandemic.
 - In the last few years, a concern has been that students would run out of money under this model, as there is a level of budgeting that is required versus the previous model which was all you care to eat.
 - After the University re-opened, Food Services began to express an aversion to the all you care to eat model.
 - This resulted in some unpopular changes that occurred with little consultation or notice, such as the pay-by-weight model.
 - Food Services Consultations and Meal Plan Structure going forward.
 - Since then, consultations and focus groups have been run with members of the New College community as well as constituents at their other properties (Chestnut Residence, Campus One, and Oak House).

- Going forward, they will be abandoning the declining balance model and will implement the all you care to eat model, which they have rebranded to be called the “Access Plan”.
 - The Access Plan was piloted at Chestnut this year and gave New College the choice to either continue with the declining balance model or follow the Access Plan.
- Students, residence dons, NCRC, and other members of the New College community were invited to attend and have meals at the Chestnut Dining Hall to provide feedback to help the College make a decision on which meal plan structure to utilize.
 - L. McCormack-Smith shared 44 students had the opportunity to go on a tour with Food Services staff at Chestnut to get a sense of what the Access Plan would look like.
 - Involved speaking with the chefs and sampling the food.
 - They were also given two passes so they could go on their own and sample two additional times, or sample once and bring a friend with them, so we would get different data points.
 - All participants were provided with a survey so they could share their thoughts on the different plans.
 - So far, there is a preference from the student constituents for the Access Plan.
 - This is in alignment with what we saw last year with the Envision Report, which was a report conducted with Food Services, wherein students were surveyed.
 - Some reasons for this include cost certainty and more flexibility in terms of dining options.
- There is general satisfaction with the Dining Hall based on a resident survey conducted back in December, which served as the half-term evaluation for the residents.
 - However, there was a continued cost sensitivity and feeling that value for money was the lowest ranked aspect of the dining experience.
- New College has recommended returning to the all you care to eat model, based on the results of these consultations, for September 2025.
 - There are still some concerns such as all you care to eat models typically limiting access to the dining hall to those who are meal plan holders, or requiring a flat (usually around \$15) fee, so commuter students (of which consists 80% of the College) would not be able to quickly drop in and buy a coffee or light refreshments.
 - However, as New College has two dining halls, we are considering piloting a dual-plan method wherein the Access Plan would be available in Wetmore Hall and the declining balance method would be available in Wilson Hall. This will hopefully allow both residence as well as commuter students to be equally served and represented.
- Further changes to meal plan structure.

- Food Services is planning on eliminating the least cost option, which is 10 accesses per week. New College will be attempting to persuade them to keep this option.
 - Currently, 70% of New College students who hold a meal plan utilize this option, which will result in at least a 10.4% increase in price if this change goes through.
 - However, they would in turn receive 15 accesses per week.
 - New College has always had three plans: an inexpensive one for residents who return home on the weekend, a medium priced one, and “carte blanche”, which was as many accesses as you want.
- Establishment of a fund for catering as part of the Food Services negotiation.
 - There is now a fund for events where we can get bulk amounts of food at cost rather than with marked up prices.
 - This will be especially useful for orientation.
 - L. McCormack-Smith added that we are also hoping to bring back subsidized lunches (e.g., there used to be a “two buck lunch”) to get commuter students to use the dining hall more often.
 - The bulk majority of this would be subsidized for students on a sign-up basis.
 - Would run three to four times per year.
- Furniture updates.
 - Working with Food Services to update furniture and wall coverings as well as the surroundings in the dining hall.

Erika Ozols asked if the dual-plan method of offering both types of meal plans would restrict accessibility given the Wetmore Hall entrance is not accessible.

R. Vander Kraats responded this may be the case and said they will investigate further.

Report from the Writing Centre – T. Walkland on behalf of M. Prescott-Brown

- Our numbers of used appointments in the 1:1 program have increased significantly, and it is great to see students connecting with the centre in all stages of their writing process, which we have been encouraging through our ongoing promotion.
- Great collaborative event between the ESSU and the Writing Centre called Write and Relax on January 20th.
 - We only had a day and a couple hours to promote the event, so we were thrilled to see 34 students come to the event. It is exciting to see student unions reaching out to the Writing Centre and asking us to collaborate. This is something we are always happy to do and would love to continue in the future.
- Writing Groups: As of this week, all our writing groups—the Writing Room, QT Write Ins, and the CAESS Writing Group—are back in full swing for the term.
 - We are excited to continue creating welcoming writing spaces for students to thrive in their writing at New College.
- Our QT Write-Ins, designed to welcome 2SLGBTQ+ students and allies, continue to grow after a successful pilot in Winter 2024.

- Biweekly sessions continued in Fall 2024, which were attended by 63 students across the term—notably 1st year STEM students. Ty Walkland will continue facilitating as we move to a weekly model this term.
- Writing Retreat planning.
 - We started planning for the Writing Retreat, but then realized that the timing would conflict with the start of Ramadan (for instance, we held the Writing Retreat on March 2nd last year — unfortunately that timing will not work this year).
 - As a result, the Writing Centre and the D. G. Ivey Library have decided to hold another Write Night, but for a longer stretch of time so that students can obtain many of the benefits that came with the Writing Retreat — a hot meal, workshops, more writing instructors to consult with, and more 1:1 instruction time slots available.
 - This Write Night will be held on Wednesday, March 26th, from 4:30pm-9pm (Instead of 6-9PM).
 - We will serve dinner after sundown and provide a prayer room that students observing Ramadan can use.

E. Weisbaum shared many students in their courses, especially the ones from New College, have really benefited from the Writing Centre's as well as the Library's events and programming.

Report from the Librarian – M. Redden

- The Libraries have set purchasing deadlines for fiscal 2024/25: Friday February 28, 2025, for print items and Friday March 14, 2025, for electronic items.
- New College Librarians are requesting new acquisition suggestions from the New College community.
 - Please email or submit your suggestions using the [suggest a title form](#) on our website by Friday February 21, 2025.
- New College Librarians are participating in the U of T Central Libraries System Provostial Review 2024-25.
- New College Librarians and 'outside of central libraries' (i.e. college, departmental, UTSC, and UTM library) colleagues will be meeting with External Reviewers today, January 27, to provide feedback on the effectiveness of our relationship with the Central Library System.

Report from the Office of the Registrar – K. Huffman

- Request to Graduate Deadline – January 31st
- The June convocation ceremony date is set for June 16th.
 - Given the size of New College's graduating class, there will be a ceremony in the morning as well as in the afternoon.
 - Last year, just over 1000 students graduated.
- New admission cycle approaching.
 - We will be working with the Faculty of Arts and Science around admissions.
 - There is not yet information at this time about admission targets for this year.

- However, even with the uncertainty because of the federal government's changes to the international student study permit numbers, the numbers are not expected to change much.
- Last year's target was 1,107, which was more or less met.

C. Ramsaroop asked if there have been any changes documented at the federal level with respect to eligibility requirements for international students as well as where international students would be able to get resources and support regarding immigration-related issues.

K. Huffman responded that there have been no significant updates so far. The main issues seen last year were some delays and extra time required to process the study visa. This was particularly the case for students from India as they saw significant delays in getting their study visas approved for entry. K. Huffman also shared the process of obtaining the Provincial Attestation Letters, which is part of the government allocation process, went really well. For students with immigration-related questions and issues, the first referral is always to the Centre for International Experience as they have a team of immigration advisors dedicated to supporting international students. With respect to delays, the New College Registrar's Office's team of academic advisors work with new incoming students to discuss steps they can take in their unique situations, such as waiting it out or deferring their admission.

F. Garrett asked if there is any information about if the University would be expecting more students from the United States.

K. Huffman shared we do not have a large percentage of American students, but it can be something they monitor.

R. Gazzale added that whereas in 2016 there was an increase in American students choosing to study in Canada over the United States, this same increase has not been seen so far.

B. Russell shared the number of international students in the International Foundation Program have decreased. Recruiters say this is partly due to these government announcements which, even though they may not impact U of T in the end, still may affect international students' perceptions as they see Canada as a whole. As such, recruiters are trying to counter this messaging by reinforcing that Canada is still welcoming international students.

K. Huffman added that international students have shared anecdotally that the Post-Graduate Work Permit is getting harder to obtain, as it is requiring more documentation, which may also be a factor in the increase in recruitment difficulties.

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

- Building Futures event.
 - In collaboration with University College, Black Students' Association, Caribbean Studies Students' Union, as well as a number of other student groups.
 - It was very successful and saw an increase in numbers from the previous year.
 - The fifth time running this event.

- The event was open to Black students, staff, and faculty, and saw representation from each of these groups.
- Hiring season is underway.
 - We received over 200 applications this year.
 - Last year we had about 160 applications.
 - The hiring carousel is happening on February 9th and we are anticipating putting 80 students through the hiring carousel for the Orientation Coordinator position, the Learning Experience Assistant positions, and the Residence Don positions.
 - Estimating between 35-40 interviews for the Residence Don positions, and 8-10 interviews each for the Orientation Coordinator as well as the Learning Experience Assistant.
 - Three rounds of hiring happening through the rest of the Winter term.
 - One of the roles missing is the Commuter Advisor role, whose hiring has been moved to the Fall as their role only begins in full after Labour Day.
 - ORSL will be closed on February 14th as the entire team will be working on February 9th for hiring, which is a Sunday.

Other Business

- College Coordination of Commemorative Events.
 - K. Huffman shared that, given how busy New College is with commemorative events as well as special events recognized by the University (e.g., Lunar New Year, Black History Month, Pride Month, Indigenous History Month), it may be a good idea to discuss how to coordinate them amongst the College.
 - Suggested the creation of a small working group that would bring various offices around the College together to discuss how we recognize and communicate with respect to commemorative events, so we all have a sense of what is happening at the College holistically. This can also be a good chance to pilot the New College internal events calendar as discussed in the Report of the Principal.
 - Added that the Registrar's Office likes to put a little package together that lists events and initiatives that are happening at both the College and University, and shares this via a QR code students can scan to get more information.
 - Invited the Council members to volunteer for the working group.
 - N. Siddiqui shared that NCSC, and especially their Social Commissioners, would have an interest in participating.
 - Erika Ozols shared that ESSU would be interested in joining the working group.
 - R. Buiani volunteered.
 - Also shared that New One events, such as their movie nights or fairs, are open to all community members and are not only for students.
 - K. Huffman shared that one of the Registrar Office's Associate Registrars, Tricia Patel, would like to join.
 - R. Gazzale and K. Huffman nominated A. Rodrigues Magalhaes.

- L. McCormack-Smith nominated Alex Sabzparvar (Coordinator, Student Groups and Leadership Opportunities) and Peter Valerio (Administration and Communications Assistant).

A. McGuire emphasized the importance of consultation as it pertains to commemorative events and the significance of the culture, justice, and equity in terms of what they represent.

K. Huffman agreed and added that the working group can always bring more people into meetings for consultation.

Adjournment

R. Buiani motioned to adjourn the meeting.

Seconded by T. Walkland. The motion opened for discussion and voting.

All in favour. Meeting adjourned at 1:27 PM.

Buddhism, Psychology, and Mental Health Special Committee of New College Council

Terms of Reference

A Motion to establish a Special Committee to examine the process that led to the program closure recommendation of the Buddhism, Psychology and Mental Health Minor was made and passed at the New College Council Meeting on December 12, 2024.

The current Terms of Reference were approved by the Special Committee on February 13th, 2025.

1. Purpose

To clarify the processes related to the recommendation of the closure of the BPMH program related to the UTQAP review of the program up to the present day.

2. Scope

The committee will:

- a. have access to meeting notes, reports, and any other pertinent documents available via New College Council members during this time period and related to the current status of the BPMH program
- b. Initiate discussion with past and present members of New College Council and the BPMH program to contextualize the Purpose and inform deliverables.
- c. identify any gaps between expected and official process followed during this time.

3. Membership

The committee will consist of up to 6 volunteer members, including:

- a. Motioner of the Committee (Mikayla Redden)
- b. Director, BPMH (Frances Garrett)
- c. A student representative, BPMH (Esther Wing)
- d. A member of New College Registrar's office (Kerri Huffman)
- e. Up to 2 other members, only one of which from BPMH
 - i. Director, ORSL (Leah McCormack-Smith)
 - ii. Vacant

4. Roles and responsibilities

The committee will determine which person takes each role below:

- a. *Chairperson*: Sets meeting dates and locations, sets agendas, leads meetings, keeps committee on track to deliverables
- b. *Secretary*: Take minutes, manage communications, and finalise deliverables

- c. *Members*: Participate as determined by Chairperson

5. **Meetings** will be held as determined by Chairperson.

6. **Deliverables**

The committee will produce a report which includes:

- a. A timeline of relevant events related to the UTQAP review and up to the present day
- b. A list of documents and summary of their outcomes connected to a) where possible
- c. A list of any gaps between the expectations of the UTQAP and program closure processes and the processes that were followed
- d. A list of recommendations about follow-up for continuing the transparency of these processes

Deliverables will be submitted to New College Council at its final meeting of this academic year.

7. **Timeline**

The committee will operate from January 28, 2025 to April 7, 2025.