



New College Student Centre Governing Articles



1. **Definitions**
2. **Purpose of the Student Centre**
3. **Relationship to New College**
4. **Activities of Student Centre Organizations**
5. **Applications for Student Centre space**
 - a. **5.1 Development**
 - b. **5.2 Timelines**
 - c. **5.3 Selection Committee**
 - d. **5.4 Appeals Committee**

DATE OF LAST UPDATE: January 8, 2024

LAST UPDATED BY: Alex Sabzparvar, Student Life Programs Coordinator

SUPERSEDES: January 6, 2023

HISTORY OF UPDATES:

- April 17, 2020
- January 24, 2022
- January 6, 2023

1. Definitions

- 1.1 SCO = Student Centre Organization. Includes Course Unions and New College Course Unions
- 1.2 NEWSS = New College Student Services Committee
- 1.3 NCSC = New College Student Council
- 1.4 ORSL = Office of Residence and Student Life
- 1.5 SLPC = Student Life Programs Coordinator
- 1.6 ADSLL = Assistant Dean, Student Life and Leadership

2. Purpose of the Student Centre

The New College Student Centre opened in September 2009, as a result of funding from New College constituents. It is a vibrant student space that provides great opportunities for our student organizations to serve the communities they represent and to collaborate with each other. Organizations who are members of the Student Centre are meant to connect and build community for New College students.

3. Relationship to New College

- 3.1 The Student Life Programs Coordinator, on behalf of ORSL, serves as the primary connection point between SCOs and New College.
- 3.2 NEWSS, as a subcommittee of New College Council, sets the administrative dates for the selections and appeals processes.
- 3.3 NCSC, as a body of elected student officials, holds a majority stake in space allocation processes.
- 3.4 New College students, through levies, provided funding for the development of the Student Centre.

4. Activities of Student Centre Organizations

SCOs are expected to follow the articles of the *Occupancy Agreement* they sign with the Office of Residence and Student Life on behalf of New College at the beginning of each cycle, especially as noted in Section 4 of the *Occupancy Agreement*, "Maintenance of Good Standing".

5. Application for Student Centre Space

5.1 Development

In an effort to bring student feedback into the process for applying for Student Centre office space, the following actions were taken in advance of the 2020–21 selection cycle.

November 28, 2019	SCOs notified that consultation will be happening at the January Student Centre meeting
January 22, 2020	Student Centre consult occurred during Student Centre meeting
January 22, 2020 – February 20, 2020	Online consult form available for those not currently in the Student Centre. Posted on social media and distributed through newsletters
February 21, 2020	NEWSS reviewed feedback from the Student Centre consult and adjusted application accordingly
April 17, 2020	NEWSS ratifies application and evaluation process for 2020–21 cycle

The questions that were asked in the in-person and online consult were as follows:

- How do you define meaningful contribution to the New College community?
- In your opinion, what are the benefits of being part of the Student Centre?
- Why do you want to be involved in student organizations?
- What skills/competencies/knowledge do you hope to obtain from your involvement?
- In your opinion, what would be the most fair and reasonable process to ensure organizations in the space are contributing to the New College community?

5.2 Timelines

- January 12, 2024: NEWSS reviews and ratifies selection timeline
- January 12, 2024: Committee contacted to confirm participation (especially for those members not present at NEWSS)
- January 15, 2024: Applications open
 - Rubric and relevant review materials posted alongside application form
 - Email sent to current SCOs
 - Posts on social media
 - Advertisement through SLP
 - Advertisement with 21 Sussex Clubhouse
- February 22, 2024: Reminders about applications closing sent
- February 28, 2024: Applications close
- February 28, 2024: Deadline for all SCOs with a 2-year occupancy agreement to meet with SLPC to review standing and request extension for occupancy without needing to reapply for space. SLPC communicates approval or denial of extension for second year of occupancy.
 - Note: SCOs at the end of the 2-year occupancy must reapply for space
- March 4, 2024: Applications made available to committee members for independent review
- March 14, 2024: Applications due from Selection Committee to Chair by 9am
- March 15, 2024: Selection Committee meeting
- March 18, 2024: Returner applicant results communicated
 - Note: Returners offered 2-year occupancy
- March 25, 2024: Appeal applications due by 12pm (noon)
- March 25, 2024: Selection Committee Chair to share relevant materials with Appeals Committee Chair
- March 26, 2024: Appeals Committee Chair to distribute appeals to committee for independent review
- April 4, 2024: Appeals Committee Meeting
- April 5, 2024: Appeals decisions communicated to returning organizations and to Selection Committee (determining available spaces for new organizations)
- April 5, 2024: Selection Committee Meeting (if needed, based on outcome of Appeals Committee)
- April 8, 2024: New applicant results communicated
 - Note: New Applicants offered 1-year occupancy
- April 8, 2024: Application for summer occupancy available to returning organizations
- April 15, 2024: Applications for summer occupancy due
- April 26, 2024: Move-out deadline for organizations not returning in 2023–24 and/or not eligible for summer occupancy
- April 29, 2024: Returned Occupancy Agreement and (provisional) Key Lists due at 9am
- April 29, 2024: Summer occupancy term begins for eligible organizations
- August, two weeks before New College Residence Move-Day: Move-in period commences
- September, two weeks after New College Residence Move-Day: Move-in period closes

- October 2024: Feedback and consultation on selection cycle at Community Meeting. Feedback form available to all applicants, successful or not
- November 2024: Review feedback, application cycle, and governing articles for next cycle
- December 2024/January 2025: NEWSS ratifies application and evaluation process for next cycle

5.3 Selection Committee

The Selection Committee that determines Student Centre space allocation is a subset of NEWSS and is made up of the following members:

- 3 NCSC elected members, including NCSC President and VP Student Life (or designates)
- 2 representatives from NEWSS; ORSL members excluded
- 1 work study student, appointed by the ADSLL (non-voting, clerk)
- Student Life Programs Coordinator (non-voting, Selection Committee chair)

5.4 Appeals Committee

If an organization that is reapplying for space in the Student Centre is dissatisfied with the outcomes of their application, they are able to appeal the decision. **Only organizations who have held space in the prior academic year may submit an appeal. Organizations that have not held space in the Student Centre cannot apply for an appeal.** The process would follow these steps:

1. Request copies of the evaluation materials used by the Selection Committee to review the application of the SCO in question
2. The appealing SCO will submit their appeal in writing to the ADSLL via new.studentlife@utoronto.ca. The appeal should outline:
 - a. Which aspects of their application they would like re-evaluated
 - b. Explanations as to why the initial evaluation is not accurate
3. The ADSLL will convene the Appeals Committee and review all appeals
4. The ADSLL will communicate outcomes of the Appeals Committee to the SLPC (Selection Committee chair) and appealing organizations
5. If appealing organizations wish to discuss their application following the appeals process, they can arrange an appointment with the Dean of Students by emailing new.studentlife@utoronto.ca.

The Appeals Committee that reviews requests from unsuccessful returning applicants is a subset of NEWSS. Members of the Appeals Committee cannot have participated in the Selection Committee for the same selection cycle. The committee is made up of the following members:

- 2 NCSC elected members
- 1 representative from NEWSS (excluding ORSL members)
- 1 work study student, appointed by the ADSLL (non-voting, clerk)
- ADSLL (non-voting, chair)