UNIVERSITY COLLEGE COUNCIL

Minutes of the University College Council meeting held on
Friday, November 25, 2011 at 1:30pm in Croft Chapter House, University College

Present:
Donald Ainslie                  Nicky Bhattty                  Paulo Bettencourt
Michael Cobb                   Shelley Cornack                Benjamin Dionne
Margaret Fulford               Mike Galang                   Robert Guo
Antoinette Handley             Naomi Hood                    Victoria Hurlihey
Alana Johns                    Jeffrey Kopstein               Nishi Kumar
Alexander Leggatt              John Marshall                 Niamh O’Laoghaire
Jerry Plotnick                 Nona Robinson                 Walid Saleh
Dushyaan Sri Renganathan       Philip Sohm                   Lorne Tepperman
Tamara Trojanowska

Regrets:
Nuria Elkout                   Ken Green                   Paul Hamel
Joseph Heath                   Liisa Hyryylainen            Thomas Keymer
Donghee Kim                    Mike Lorimer                 Rebecca McNeil
Michael Moore                  Linda Nauman                 Ian Radforth
Kate Wilkes

Guests:
Emily Gilbert

I  Welcome
Speaker Alexander Leggatt welcomed Council members and called the meeting to order.

II.  MINUTES
On a motion duly moved by Nona Robinson and seconded by Shelley Cornack, it was resolved that the minutes of the October 14, 2011 meeting be approved as distributed to members.

III. BUSINESS ARISING
There was no business arising from the October 14, 2011 meeting. However, Principal Donald Ainslie put forth a motion to amend the Agenda distributed to members. The Principal requested to have the President of the UC Lit moved up to second position in the reports.

On a motion duly moved by Principal Donald Ainslie and seconded by Nona Robinson, members approved the re-order of reports on the Agenda for the meeting of November 25, 2011. Approved nem.com.
IV. REPORTS

Report of the Principal

Principal Donald Ainslie discussed the draft Retreat document which was circulated to Council members and, when finalized, would be circulated to all College faculty, staff and students. The Report summarized what transpired at the UC Council Retreat on November 8, 2011. Ideas developed at the Retreat will serve as a useful repository of ideas both for the UC Constitution and the UC Vision Statement Ad Hoc Committees and will also help set the agenda for the Principal’s term over the next five years. Discussion ensued.

The Principal requested feedback on the Terms of Reference for the UC Constitution and the UC Vision Statement Ad Hoc committees which were circulated to members. The Principal noted that he was open to changing the way members are selected to serve on Council, which could include elections for the faculty and staff representation on Council. The Principal is also open to rebalancing the staff group so that elected at-large staff, not just staff that are in leadership roles at the College, can become members of Council. The Principal indicated that the Constitution Ad Hoc committee will be using the current constitution as a starting point to begin its work in conforming to the Constitution template for Colleges provided by Governing Council. He also noted that in order for the revised Constitution to make its way into the University Governance cycle for approval by Governing Council by May 7, 2012 it will be brought forth for discussion at the February 3rd Council meeting and then for approval at the March 16th meeting. Principal Ainslie requested that members who are interested in serving on either of the Ad Hoc Committees, which will be meeting twice in early January, email the Principal to express their interest to serve. Discussion ensued.

Next term the Principal would like the Executive Committee to bring forward to College Council suggestions to help determine and implement those challenges discussed at the Retreat, which have little to no price tag attached to them and could be implemented quite easily. The Principal also noted that he would like to have challenges that were not a focus of group discussions at the Retreat brought forth for discussions in Council in order to have Council play a role in discussing those issues that are a concern to all of us.

The Principal shared some of the easier changes which will be put in place soon including the use of UC 240 as a staff lunch room beginning next term and that by December 1st new computers would be set up in the Laidlaw Library as well as for 20 staff members. The Principal indicated that the College has a ‘Bartley Bull fund’ with approximately $8,000/yr to be used by students to purchase art for the College. Starting in the new year, Dr. Niamh O’Laoghaire and UC Lit member, Mr. Paulo Bettencourt will be starting a student art committee to purchase art for the College through this fund.

After extensive consultation, the Faculty of Arts and Science has released the revised Academic Plan. The Principal noted that the three main items that affect the College are:

- Expand first year programs to all colleges – The Principal noted that the UC One program, currently in its first year, has generally gone very well. There are some things that will need to be improved so the Principal along with the Program directors, the UC
One Coordinator and the Vice-Principal will be meeting to discuss improvements to the program.

- Integrate Colleges more fully into graduate and research missions – Principal Ainslie reaffirmed that at UC this will have to be done carefully, ensuring that the focus is on the undergraduate students. The Principal noted that graduate students do offer tremendous opportunities for undergraduates and we will need to think strategically on how best to take advantage of these opportunities. The College already has some graduate integration including the collaborative graduate program run through the Bonham Centre for Sexual Diversity Studies. Tamara Trojanowska, Stephen Johnson and the Principal are also currently in conversations with the Dean’s office regarding the Graduate Centre for the Study of Drama and it’s relation to the University College Drama Program. Under the leadership of Professors Trojanowska and Johnson, there is already a much deeper connection with the two units then there has been in the past. A document proposing potential models for collaboration between the units will be brought forth for consultation at the next Council meeting. Beginning next term, the College will also be offering temporary space for graduate students, in particular, graduate students who are TAs for courses being taught at UC either through the UC programs or by UC faculty members.

- Enhance academic support services for students – Principal Ainslie noted that we currently have a career counsellor in place offering seminars and workshops for our international students. Dean Robinson added that, along with the Registrar, there have been discussions with the Academic Skills Centre and the Office for Student Academic Integrity to offer more educational programs in these two areas including feeding first year students into our student mentorship programs and providing additional training for the student mentors.

The Principal circulated for Council’s information a University College Policy on Visiting Faculty and Researchers. Written requests are to be submitted by UC faculty members to the Principal and if successful, visitors will be provided with temporary office space in the College and will become members of the Senior Common Room during their stay at the College. The College’s policy will follow the Provost’s Guidelines for the Appointment of Status-only, Adjunct and Visiting Professors. The Policy will be circulated to all UC faculty and posted on the UC website.

The Principal reminded members that as stated in the revised Public Lectures policy, if the balance of our endowed lecture funds accumulates to a significant amount of money, there is the possibility of having a lecturer from the endowed lectures series come to the college for a longer stay. The visitor would deliver the lectures and could stay as a visiting lecturer for a term or two. The College would provide office space and possible top-up money to add to a sabbatical salary. Council members who have particular ideas should forward suggestions to the committees responsible for each lecture via the Principal’s Office.

The Principal concluded his report by reminding members of the Principal’s Installation and College Holiday Party on December 1st.

Discussion ensued.
Report of the President, UC Lit

Mr. Michael Galang reported that the UC Lit held several successful events over the last month and a half including their very successful University College Pub Crawl which was attended by many students. Mr. Galang also reported on some smaller events including a Games Night which was hosted by the University and Academic Affairs Commissioner and held in the Commuter Student Center; the Off-Campus Commissioner held a game of Sardines was played in the College, backwards hide-and-seek where one person hides and everyone else has to find them; a team building/bonding Retreat was held at Hart House Farm and included a discussion on how to communicate more effectively with UC students.

Mr. Galang invited Council members to the final Coffee House of the term on December 1st at 9pm in the JCR. He also noted that preparations were underway for All Night JCR and Fung where both locations would be open until 5am for students to use as a study space during exam week.

The UC Lit is currently looking to hire Co-Chairs for next year’s Frosh Week. Mr. Galang reported that the UC Lit is pursuing the possibility of having an “Opt-Out” system for Frosh Week registration. Replacing the current Opt-In system, UC students would automatically pay the Frosh Week fees and if they choose not to participate then they would be required to Opt-Out by coming to the College.

Report of the Vice-Principal

Vice-Principal Philip Sohm reported that the Faculty of Arts and Science Curriculum Committee approved the UC proposal for a new Asian Canadian minor program in Canadian Studies as well as a new fourth year course in SDS (UNI 470H Sexual Aesthetics). The Vice-Principal also noted that all UC programs are now in compliance with the Faculty’s curriculum requirements.

Vice-Principal Sohm was pleased to share that four 199Y course proposals (2.0 FCE) were also approved for the College. These course are New Visual Culture (A. Lesk); Reading Toronto, the first 12,000 years (M. Fitzgerald); Teams, Bands and Gangs (L. Tepperman); and Ethics and You (TBA).

The Vice-Principal concluded his report by noting that the UC One Program has been going very well. Program Directors will meet on December 2 to review the Program with the Principal, Vice-Principal and UC One Co-ordinator. Questions of structural changes, scheduling and format will be on the agenda as well as the review of the Interim Report prepared by Andrew Lesk. An update on the Program will be provided at the next Council meeting.

Principal Ainslie noted that he wished to put forth a motion of gratitude as this was the last College Council meeting for Professor Sohm as UC Vice-Principal.

- On a motion duly moved by Donald Ainslie and seconded by Michael Cobb, it was resolved that College Council is deeply grateful for Philip Sohm’s exemplary service as Vice-Principal over the past three years, especially for his stewardship of the College
programs, the Senior Common Room, the Appointments Committee and the Writing Centre, and for his excellent performance in countless other smaller but still significant duties. Approved nem.com.

Report of the Registrar

UC Registrar, Ms. Shelley Cornack, informed members that the Registrar’s Office had been busy advising students particularly with respect to late withdrawals, petitions and bursaries. The office was closed on November 23rd for a half day clean-up and a half day of Staff Development.

Ms. Cornack indicated that the unofficial Admissions and Enrolment numbers for the 2011/12 academic year had been put on hold due to a change in the University’s reporting data. The Registrar hopes to be able to provide the enrolment numbers for Council’s information at the February meeting. The Registrar’s Office pulled an unofficial report from ROSI which indicated that the College’s enrolment stood at 4520 (similar to last year’s enrolment).

Ms. Cornack reported that the next admission cycle discussions had begun and early admits would be made in February. The University is looking into the possibility of moving up our application deadline so that we are more in line with other universities, particularly in the States. The Registrar shared that the University’s Admissions Platform continues to be revised and she hopes to see better usage this year. The Registrar reminded members that last year Colleges were not allowed to include an insert in the Admission packages and therefore students were not aware of the next steps, including Welcome Sessions.

On behalf of the Scholarship Committee, the Registrar provided a list of new and amended scholarships for approval as well as the scholarship and bursary expenditures for the 2010/11 academic year. The 2009/10 academic year was included for comparison. Ms Cornack pointed out that there was considerably more funding this year compared to the past year due to larger endowed fund payments and to funding for new scholarships. The Registrar also indicated that a list of scholarship holders was not provided but was available from the Registrar’s Office should anyone be interested.

- On a motion duly moved by Shelley Cornack and seconded by Nona Robinson, it was resolved that University College Council approves the list of new and amended scholarships as well as the scholarship and bursary expenditures for the 2010/2011 academic year as proposed in the Report of the Scholarship and Bursary Committee. Approved nem.com.

The Registrar concluded her report by noting that her Office would be closed on Friday, December 16th from 1:00 to 4:00 p.m. for a holiday event.
Report of the Acting Chief Administrative Officer

In the absence of Michael Moore the Acting Chief Administrative Officer, Principal Ainslie announced that Mr. Moore’s secondment at the College would end on November 30. Principal Ainslie put forth the following motion which will be conveyed to his home unit.

- On a motion duly moved by Donald Ainslie and seconded by Nona Robinson, it was resolved that University College Council thanks Michael Moore for his service as Acting CAO of University College during a period of multiple transitions. Michael’s leadership in the review of Food Services has already started to pay off; his special attention to the details of the budgets was exemplary. His concern for the wellbeing of staff, students, and faculty has been particularly appreciated. This motion of gratitude will be conveyed to Michael’s home unit, Internal Audit Services.

The Principal shared with members that an offer for the position of Chief Administrative Officer had been made and he expected that it would be accepted soon. The Principal would make a public announcement as soon as the offer is accepted. The Principal noted that he is very optimistic about the capacities the new CAO brings to the job and is very much looking forward to having the candidate join us at the College. The Principal noted that the new CAO would start at the College on January 2nd and there would be a few weeks with the position vacant followed by another period of transition.

The Principal also shared with members that there had been a review of the College’s Food Services. The report has now been submitted to the Principal and includes some great ideas on improving our Food Services including more sophisticated menu planning as well as increased variety in our menu. We will be following through on some of those ideas and hopefully students will start to see some changes in January.

The Principal noted that a laptop had been stolen from the H wing just this morning. A faculty member left their office door unlocked when they stepped away for a few minutes. The Principal reminded all members to please keep their office doors locked. The security audit is now complete and there are a series of recommendations to improve the security in the College. A call for bids will be going out soon for dead bolts to be installed on office doors so we should see new locks in the Cloisters wing by the middle of next term.

The Principal concluded the CAO report by noting that the Pre-SARG budget for residence and food has been submitted to the central administration. In keeping with inflation, we are expecting modest increases in both areas for next year.

Report of the Director of UC Advancement

Ms. Naomi Hood shared with Council that approximately $300,000 in donations had been received that week, with the majority of the funds being designated to student scholarship. Ms. Hood also addressed the launch of the $2 billion U of T Boundless Campaign that occurred on November 20, 2011. UC will be participating in the Boundless Campaign, with an anticipated goal of $40M. The UC Campaign launch will occur in November 2012 and will coincide with an inaugural UC Alumni of Influence Awards event.
Ms. Hood reported that the UCAA held its Annual General Meeting on November 22, 2011 where a motion was passed approving funding from the UCAA endowment to be used to create dedicated alumni space at the College. Also in alumni relations, focus groups with alumni, hosted by Principal Ainslie, will be held in January and February 2012. Ms. Hood hopes to gather feedback from alumni at these events that will drive the strategy for the UC Alumni Relations program. The objective is to expand reach to alumni and to create meaningful, lifelong relationships with UC alumni. Ms. Hood also conveyed to Council that planning is underway for the 2012 Spring Reunion as well as events with New York based alumni.

On the communications front Ms. Hood noted that the Advancement office, in collaboration with Paul Morrison, is working on redesigning the UC website which is expected to be unveiled in Fall 2012. The current website is not compliant with the Ontario Disability Act and is also not mobile compatible. Ms. Hood concluded her report by noting that work had commenced on the Spring 2012 edition of the UC Alumni magazine and that there are plans to replace the UC Rotunda magazine with three editions of the UC Alumni magazine, as opposed to the current two that are published in Spring and Fall.

Report of the Dean of Students

Nona Robinson reported that her office continues assisting students with their academic and co-curricular adjustment as well as with student life programs.

The Dean noted that as usual, the College is allowing students to stay in residence over the winter break. She was happy to report that this year several other residences were also open over the winter break, which helps relieves the pressure on UC to house other College’s students looking for accommodation.

The Dean announced that nominations for the Cressy Awards were now open. These are central student leadership awards, and UC can nominate five students for college awards. She noted that UC students also often win these awards for their U of T-wide contributions. The Dean invited members wishing to nominate a graduating student who has made a significant leadership contribution to UC or U of T, to contact Leah Getchell.

The Dean mentioned that her office had been liaising with an increasing range of student services in order to partner with them to provide more local support to our students. In January, Career Services will begin embedded advising and programming at the College. The Dean’s office is also looking at formalizing aspects of their mentorship program with increased training in academic skills support with the Academic Success Centre, and academic conduct preventative education with the Office of Student Academic Integrity.

She noted that along with Leah McCormack she has been engaged in delivering a new type of training on bystander education to prevent sexual assault. This program called “Green Dot“ was originally developed at the University of Kentucky, and is designed to train people to recognize potentially dangerous situations and to learn techniques to intervene. The Dean’s office is helping to adapt this to our own university context, and she is hopeful that it will be a good tool to help address this issue.
The Dean announced that her office had launched a residence, don and food services feedback survey. Residence and commuter don applications would be posted before the start of the winter break, and hiring will begin in the winter semester. The Dean noted that the Lit and Leah Getchell are organizing an orientation co-chair and executive information and planning session next week, which will enable people interested in these positions to start thinking about priorities and improvements to next year’s orientation.

The Dean concluded her report by wishing the students well for the remainder of the semester and good luck in their exams!

V. MOTIONS

- Be it resolved that University College Council approves the selection process for the revised Priestley Lectures Committee policy. Discussion ensued.

On a motion duly moved by Donald Ainslie and seconded by Philip Sohm, it was resolved that University College Council approves the selection process for the revised Priestley Lectures Committee policy. Approved nem.com.

VI. OTHER BUSINESS

Principal Ainslie shared with members that a new Vice Principal had been selected. This candidate’s term as Vice-Principal would begin on July 1, 2012. An Interim Vice-Principal, who would fill the role for six months (January 1st to June 30th, 2012) had also been selected. Both appointments were subject to approval by the Agenda Committee of Governing Council at their meeting on December 13th and a public announcement would be made once this approval was received.

VII. ANNOUNCEMENTS

In addition to the announcements noted on the agenda, Principal Ainslie reminded members that the Teelzel lectures would be coming up in the new term. Benjamin Dionne announced that Fireball 2012 would be taking place on February 4th and this year’s theme is ‘The Circus’.

VIII. ADJOURNMENT

On a motion moved by Victoria Hurlihey and seconded by Shelley Cornack, the meeting was adjourned.

Next College Council Meeting – Friday, February 3, 2012, 1:30pm – Croft Chapter House

Recording Secretary: Carla Vitoria