Ministry of Training, Colleges and Universities

2006-07 Multi-Year Accountability Agreement Report-Back for: (_Trent University)_

As noted in the Multi-Year Accountability Agreement for Universities for 2006-07 to 2008-09 (MYAA), the government appreciates that implementing this and future agreements will be part of an evolutionary process which will incorporate maturing consensus on how to best measure and indicate access and quality. This will require a strong collaborative partnership between institutions and the Ministry of Training, Colleges and Universities.

This Multi-Year Accountability Agreement Report-Back Template has been designed to assist with the ministry's continuing efforts to measure the participation of students from under-represented groups, and as outlined in Appendix B (the Multi-Year Action Plan) of the MYAA, update the planned net new hires table, and the strategies and programs that will be used by your institution to participate in the Student Access Guarantee initiative.

Pursuant to the MYAA, the release of the full amount of your 2007-08 and 2008-09 Accessibility to Higher Quality Education Fund[1] will be conditional on your institution confirming that it is on track for meeting its commitments, or the approval of an improvement plan by the ministry.   The ministry will also use the completed Multi-Year Accountability Report-Back Template to review the progress made on the commitments outlined in your Multi-Year Action Plan. Based on this review, you may be required to submit an improvement plan to the ministry, developed in consultation with faculty, staff and students.

The information contained in this report-back template will also be used to inform the development of best practices and the creation of measures of system-wide results. These measures may be incorporated in revised requirements in future years to demonstrate system-wide improvements.

A. ACCESS

Increased Participation of Under-Represented Students — Measurement

To assist with the ministry's continuing efforts to develop a system measure that will track the participation of students from under-represented groups (Aboriginal, First Generation, Students with Disabilities) the ministry is seeking new information with respect to the number of students who are self-identifying as under-represented pursuant to the methodologies currently in place to measure these students at your institution. Please refer to the measurement methodologies outlined in your approved Multi-Year Action Plan to track these students, and provide the total number of students who have self-identified as a member of each of these groups. The ministry recognizes that these measurement methodologies may require students to self-identify, which may result in under-reporting.

Individual students may belong to more than one group. In the cells counting respondents for each under-represented group, do not adjust for this potential double-counting. To the extent that you are able to do so, eliminate any double-counting in the column, "Total Number Self-Identifying as Member of Under-represented Group".

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[1] Excluding your Per Student Funding portion of this fund.

Measurement Methodology (including description)	Student Groups in Your Student Population			Total Number Self-Identifying as Member of Under-represented Group	Total Number of Students Surveyed, if applicable
	Aboriginal	First Generation	Students with Disabilities		
	#	#	#		
1. Actual numbers of students self identifying using the University's student information system based on November 1, 2006 headcounts. (only applies to Aboriginal and Students with Disabilities)	104*	N/A	472*	576	N/A
2. Students captured as underrepresented by OIRSP internal student satisfaction survey.	N/A	448	N/A	448	815
3. Number captured by the National Survey of Student Engagement (NSSE) 2006-07	39	313	N/A	352	1,079 students responded out of 2,997 surveyed.
4. Number of first-year students captured by the Canadian Undergraduate Survey Consortium (CUSC) 2006-07	12	122	29	163	407 responded out of 1,000 surveyed.

If you would like to provide any other comments, please do so in the following space:

*Trent University's student information system is designed to track students who self identify as aboriginal and students with disabilities. Since 1990-91, the University has been collecting data on students with disabilities and these statistics represent a true population of the 8,050 undergraduate student body as of the November 1, 2006 count date. (5.9% of Trent's undergraduate student body) Since 2006, the University has started to collect data on students with an aboriginal background.

Increased Participation of Under-Represented Students — Programs/Strategies

Pursuant to your approved Multi-Year Action Plan, please identify your proposed and achieved results for 2006-07. If your institution has not achieved your proposed results, please explain the variance in the column provided.

Strategy / Program	Indicator	Proposed Result	Achieved Result	Explain Variance between Proposed and Achieved Results (if applicable)
1. Enhance the quality of services to students with disabilities.	Disability Services Office student satisfaction survey (Overall experience with Disability Services Office?)	80% student satisfaction rate with overall experience in the Disability Services Office.	84% result in 2006-07 student satisfaction survey with the overall experience in the Disability Services Office	
2. Increase the enrolment of self-identified aboriginal students.	a) Track the number of self identified students with an aboriginal background, b) Develop base line retention rates and c) Increase course registrations in indigenous studies year over year.	a) Capture 250 aboriginal students in Trent's student information system. b) Track retention rates for aboriginal students, and c) Positive change in course registrations.	a) Currently Trent's student information system has captured 104 aboriginal students. b) 68% retention rate for aboriginal students c) Course registrations in first year indigenous studies have increased by 10% year over year.	a) The University's student information system is in place to capture students who self-identify as aboriginal. Students are captured through the application process and it may take the University an additional 3 academic years to achieve the proposed target.
3. Monitor the quality of student services offered to first generation students	First generation student satisfaction outcomes.	Maintain mean scores: 1. 3.35 for academic skills centre, 2. 3.31 for intro week, 3. 3.29 for counselling services, 4. 3.00 for career services, and 5. 3.11 for computer labs.	Results from 2006-07 survey: 1. 3.43 for academic skills centre, 2. 3.47 for intro week, 3. 3.58 for counselling services, 4. 3.03 for career services, and 5. 3.33 for computer labs.	

If you would like to provide any other comments, please do so in the following space:

Student Access Guarantee and Commitment

	<u>Yes</u>	<u>No</u>
The institution took into consideration the Ministry's student tuition/book shortfall calculation in allocating financial aid, as set out in the <u>2006-2007 Student Access Guarantee Guidelines</u>	X	

If you have answered no, please explain:

2007-08 Student Access Guarantee

Pursuant to Section 2.1 of the Multi-Year Accountability Agreements, your institution will participate in the Student Access Guarantee (including the new Access Window which allows Ontario students to identify costs and sources of financial aid).

The detailed requirements for participation in the student access guarantee as outlined in the *2007-08 Student Access Guarantee Guidelines*. Please complete the following table to update the strategies and programs that your institution will use in 2007-08 to participate in the Student Access Guarantee initiative.

| Describe how your institution will meet students' tuition/book shortfalls.   As part of your description identify whether aid towards tuition/book shortfalls will be:
a)Provided to those students who apply for institutional financial aid; or
b) Automatically issued to students based on their OSAP information. | Trent uses a standard financial assessment for each applicant (those who apply for financial aid and each student awarded OSAP) with the intention of meeting the requirements of the student access guarantee. The Financial Aid Office reviews each student application on a case by case status. To determine the level of financial aid the Office reviews and assesses all education costs (listed below) and matches those against individual resources (listed below).

1. Review expenses

     a)   full tuition/ancillary fees
     b)   actual book costs
     c)   residence costs and/or
     d)   daily living costs based on standardized budget developed by FAO
     e)   interest paid on line of credit
     f)   exceptional documented expenses
2. Review resources

     a)   summer work savings
     b)   available Line of Credit (LOC)
     c)   expected part time earnings during school year
     d)   government income (CPP, orphan benefits, |

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WSIB)
e)   scholarships/bursaries including Aiming for Top scholarships
f)   OSAP /Millennium loans & grants
g)   expected/actual parental contributions
h)   external funding (Band funding)
i)   RESP

From this information the Financial Aid Office can assess each student's case for additional financial resources to determine the gap in funding based on 8 month budget (school year) for undergraduates, 12 month year for Masters and PhD students. Once this has been determined the FAO determines a group based on extent of need, usually in $500 increments and assigns the amount of bursary based on an amount ranging from $225 to $4000. For more information on Trent University scholarships and bursaries please visit the following website:
http://www.trentu.ca/undergraduate/financesandscholarships_loans.php
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Identify whether your institution plans to provide loan assistance to meet tuition/book shortfalls of students in any of your second entry programs. If so: a) Identify the programs by name and by OSAP cost code; b) Describe how you determine how much loan aid to provide.	No, Trent University will provide no such loan assistance program.
If your institution has a process in place to collect statistics on the socio-economic accessibility of Professional programs that you offer, please describe the data that you collect.	No, Trent University does not collect these statistics at this time.
Describe other financial support programs and strategies that your institution will use to assist university students facing financial barriers to access, including identification of programs that provide case-by-case flexibility to respond to emergency situations that arise for students.	Students who apply for financial aid or are awarded OSAP are automatically considered for merit based scholarships (no application is required) and are considered for endowed scholarships (merit or financial need based). Each student is assessed on a case by case basis and those who demonstrate financial need or who have been awarded OSAP with an entering grade point average of 80% or higher are automatically offered renewable merit based entrance scholarships. These scholarships are used as part of the University's financial aid program to help meet the requirements of the student access guarantee. The University also funds tuition / book shortfalls using endowed scholarships to students who have identified financial need or have been awarded OSAP to provide additional financial assistance as another measure of the University's strategy in supporting the student access guarantee. To deal with emergency situations the University has in place an emergency short-term loan program. Loan funds are available on a short term basis to assist students in an emergency situation. Among these funds is the Nokes Fund established by the Cobourg and District Labour Council. Additional funds have been provided to students on an emergency basis through the Major Bennett Chapter, the Trent University Alumni Association, The Trent Student Union, and the college cabinets / councils.
Briefly describe your review process for students who dispute the amount of institutional student financial assistance that is provided as part of the Student Access Guarantee.	<u>Trent University Bursary appeal process:</u> Students who feel they have legitimate basis for appealing their bursary decision, may appeal within two weeks of the published notification date. All financial changes or circumstances must be documented. A letter of appeal must be submitted with documentation to the Financial

	Aid Office. Documentation may include receipts of exceptional expenses, proof of part-time earnings, exceptional accommodation costs, transportation costs, additional course costs, etc. All decisions regarding appeals will be communicated to the student within 30 days of the appeal.

If you would like to provide any other comments, please do so in the following space:

Ontario

B. QUALITY

Quality of the Learning Environment

Pursuant to your approved Multi-Year Action Plan, please identify your proposed and achieved results for 2006-07. If your institution has not achieved your proposed results, please explain the variance in the column provided.

Strategy / Program	Indicator	Proposed Result	Achieved Result	Explain Variance between Proposed and Achieved Results (if applicable)
1. Reduce and improve student to faculty ratios in departments with above average ratios.	Student to faculty ratios as measured on an FTE basis.	20.80 to 1 University wide student to faculty ratio as measured on an FTE basis.	19.21 to 1 University wide student to faculty ratio as measured on an FTE basis.	
2. Improve the first year experience by reducing class sizes.	Measure the number of student sections offered in 1st and 2nd year in the 1-25 range, 26-50 range and 1-50 range.	Maintain 2005-06 levels of 78% for 1-25 range, 12% for 26-50 range and 90% for 1-50 range.	2006-07 levels are 62% for 1-25 range, 22% for 26-50 range and 84% for 1-50 range.	
3. Increase the number of tenure track to contract appointments.	Measure the percentage of tenure track full-time equivalents (FTEs) against limited contract FTEs and part-time stipend FTEs.	Maintain 2005-06 FTE complement of 71% tenure track, 4% full-time limited term and 25% part-time.	2006-07 levels for tenure track are 71%, 4% for full-time limited term and 25% part-time.	
4. Increase the number of library acquisitions.	Library holdings and acquisitions purchased through the 06-07 budget.	Add 10,000 new catalogued monographs, 3,000 serial volumes and new e-books.	10,540 catalogued monographs were added in 2006-07 and 3,000 serial volumes and e-book titles.	

If you would like to provide any other comments, please do so in the following space:

Net New Hires

Pursuant to your approved Multi-Year Action Plan, please identify your actual net new hires for 2006-07. The ministry appreciates that accurate data on net new hires for 2007-08 may not be available until late fall. As such, please identify your planned net new hires for 2007-08.

Actual New Hires in 2006-07 Planned New Hires in 2007-08		Faculty / Academic			Student Services Staff*		Admin Staff**
		Full Time Tenured	Full Time Limited Term	Part Time (FTE)	Full Time	Part Time (FTE)	Full Time
Hires	Planned 2006-07	21.0	16.0	87.0	3.83	0.00	1.40
	Actual 2006-07	21.0	12.0	68.1	9.78	1.08	7.23
	Planned 2007-08	20.0	9.0	70.4	2.00	0.00	1.33
Retires / Departures	Planned 2006-07	16.0	10.0	77.5	1.08	0.00	1.20
	Actual 2006-07	16.0	12.0	68.1	7.03	2.52	6.53
	Planned 2007-08	13.0	9.0	70.4	1.21	0.00	0.00
Net New Hires	Planned 2006-07	5.0	6.0	9.5	2.75	0.00	0.20
	Actual 2006-07	5.0	0.0	0.0	2.75	-1.44	0.70
	Planned 2007-08	7.0	0.0	0.0	0.79	0.00	1.33

* For student services staff definition, please refer to the student services functional area definition developed by the Council of Finance Officers - Universities of Ontario (COFO-UO) of the Council of Ontario Universities to report on expenses in their annual financial report. Student Services Staff do not include ancillary staff.

**For admin staff definition, please refer to the administration & general functional area definition developed by the Council of Finance Officers - Universities of Ontario (COFO-UO) of the Council of Ontario Universities to report on expenses in their annual financial report.

If applicable, please explain variance between the proposed and actual 2006-07 net new hires.

Student Success: Student Retention Rates

Pursuant to your approved Multi-Year Action Plan, please report on the retention target proposed by your institution for 2006-07, and your achieved rate.

	Proposed 2006-07 Retention Target	Retention Rate Achieved	Explain Variance between Proposed and Achieved Results (if applicable)
1st to 2nd Year	87.3%	84.9%	
2nd to 3rd Year	76.5%	77.0%	
3rd to 4th Year (if applicable)	65.0%	67.5%	

If you would like to provide any other comments, please do so in the following space:

As mentioned in the 2006 MYAA Trent University cited that it would be restating retention rates based on definitions / methodology used in the Center for Student Retention Data Exchange (CSRDE). Using the CSRDE methodology targets for 2007-08 and 2008-09 are: 1st to 2nd Yr: 85%, 2nd yr to 3rd yr: 78% and 3rd yr to 4th yr: 68%.

C. ACCOUNTABILITY

Please insert the current internet link to your posted Multi-Year Action Plan in the following space:

Accountability Website: www.trentu.ca/oisrp/accountability.php

Actual document url: http://www.trentu.ca/oirsp/includes/documents/AppendixB.pdf

If the Action Plan is moved to another location on your web site, please provide the ministry with an updated link.

This report-back document constitutes part of the public record, and as such, should also be made available on your institution's web site.   Please ensure that this document is posted at the same location as your Multi-Year Action Plan.