



Master of Information Student Council

University of Toronto, Faculty of Information

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Claude T. Bissell Building, Room 705A

Monday, 19 October 2015, 17:10

Governing Council Meeting Minutes

Present: Christopher Hoogendoorn, Chelsea Misquith, Karen Lees, Caeleigh Moffat, Lillian Rigling Shevaun Ruby, Emily Deere, David Mason, Tristan Smyth, Sophia Kesik, Keltie Laidlaw, Rotem Anna Diamant, Nicole Kuiper, Danielle Kleine, Mia Clarkson, Penney Pakravan, Lim Lam, Stephanie Abba

Regrets: Nuree Lee, Julia King, Bertha Chan, Nikita Johnston

1. BIRT the agenda for 19 October 2015 be adopted

- moved by Lillian, seconded by Sophia, approved

2. BIRT the minutes from 23 September 2015 be adopted

- moved by Lillian, seconded by David, approved

3. Reports from members of the Executive Committee

a. Secretary

- Elections Overview:

- 72 people voted. In the past MISC has had up to 80 or 90 votes.

- On the voting website every position had an option to spoil the ballot and the candidates were in random order, but in the pamphlets I could not randomize candidate order
 - neglected to go into classrooms to talk about the election, hoping the class reps would forward the announcement. Next semester plan on visiting classrooms *instead of* the lobby table
- i. BIRT the results for the 2015 Autumn MISC Governing Council Election be ratified**
- moved by Karen, seconded by Mia, approved
- ii. BIRT that the following nominations for vacant Governing Council positions be accepted**
- Paniz (Penney) Pakravan - Merchandise Chair
 - David Mason - Second Year Programs Committee Representative
 - Victoria Hawkins - Faculty Council Representative
 - Ling Lam - Faculty Council Representative
 - moved by Karen, seconded by Nicole
 - Q: how many applicants were there? A: These are all the nominations received.
 - approved
- iii. Nominations for Graduate Students' Union Representative**
- Ling Lam self nominated, Approved
- b. President**
- i. 2014-2015 Student Experience Survey Raffle**
- \$25 Starbucks gift card to Sonia

ii. Wendy Newman Scholarship Reception

- Christopher and Chelsea attended
- Upon her retirement Wendy Newman's family funded a library leadership award, matching donated contributions. We gave \$500 and Wendy sent a lovely card in return
- The faculty also produced a donor video, Christopher is in it and you can find it on Youtube

c. Vice President

- attended the Wendy Newman scholarship reception,
- proposes initiating a SEC (Sexual Education Centre) workshop - will lead the organization and will tailor to what students want with a survey.
 - the only cost to MISC would be for refreshments
 - suggested topics: sexual and gender diversity, consent, for example
 - Mia - reach out to queer at ischool for collaboration?
 - Would benefit SEC by targeting content to audience, will benefit Queer at iSchool by perhaps reaching a wider audience
 - Lillian - how to tailor for older students?
 - Sophia - tailor to information professionals by teaching about access to more diverse resources that usually aren't represented in reference situation, and it's difficult to provide health information in a library

d. Treasurer

- See report attached

e. Webmaster

- have been updating new members on the website, misconnect, and the shared drive

- planning a Google drive orientation/overview because it's not very user-friendly
- have not received any updates from iSchool ITS about security breach over summer

4. Reports from the chairs of standing committees

a. Academic Affairs

- filled 30 rep positions out of 40 - consider this not bad but not great. Most KMD classes still require a class rep.
- actually had one concern reported from a class rep, and is now moderately resolved
- still looking for feedback on what to do with the reps and what to use them for
 - we are supposed to publish end of term reports but they are usually very identifiable and sensitive, rendering them unpublishable
 - we don't want there to be problems. we want to report on the overall course experience
 - considering implementing a survey with scales
 - program was initiated before the electronic system, now we're competing?
 - perhaps we need a working group for the outcome of the academic affairs committee, can use the current class reps to help decide the future of the program

b. Professional Development

i. Dates for upcoming events

- 28 October, 4:00-5:30 Committee Meeting
- 1st week January Employer Showcase - hoping for jan 15
- Joint event with CAPAL TBD

ii. SGS Grant submitted

- for professional headshots at employer showcase

iii. Investigation into Business cards (Shevaun)

- business cards are a service MISC has done before. Coordinating with Christine Chan - it's expensive to use the U of T logo

iv. AIS request for funding ([see request here](#))

- Totals to \$190, should get approved today because event is tomorrow
- moved by Shevaun, seconded by Sophia, approved

c. Social

- held a committee meeting, attendees brought ideas
- “Inaugural Inauguration” pub night overview - lower turnout because held on a Thursday
- planning to have a trivia night at the end of November
- planning the iBall
 - booked at the Faculty Club for December 17 from 7 to 10, with a cash bar and food. Will invite faculty, but will also book a pub for an after-party.
 - Doctoral Students Association and MUSSA might want to be involved
 - Mia will talk to FIAA for their participation
 - Is it okay for significant others to pay for attendance? This is so more mature students do not have to choose between their family and us, but cannot afford to feed extra people - general council feeling is “yes”.

d. Merchandise

- Any visions from the new chair?
 - holiday merchandise for gift ideas, document of things we can special order
- Suggestion from Caeleigh: the merchandise section on website is very out of date - will discuss later

5. **Reports from representatives to external committees and organizations**

a. **Alumni Association**

- no report
- Q: have they considered a backpack to briefcases event?
 - A: The meeting in Sept. was just about gearing for the year (but focused on what has been done in the past), perhaps more planning at the next meeting

b. **MISC/MUSSA Liaison**

- See attached report

c. **Admissions Committee**

- met on October 01, Jenna Hartel is the chair this year
- discussed the personal statement and asked for recommendations
 - edited the instructions about the focus of the personal statement to be less general and more focused on the MI and professional aspects of the degree - asking for motivation, main topics of study, concentrations, making a difference on graduation
- also discussed faculty phone calls to students, what the cutoff grade should be, generated a schedule for students with questions
- Q: What was their issue with the personal statement?
 - A: They want to cut it down from 1000 to 750 words, and pinpoint more focused topics so they don't read basically the same essay several times from everybody

d. **Graduate Students' Union**

- met on September 30
- the executive introduced what the GSU has been up to - particularly discussed mental health initiatives, and getting people to vote in the federal election

- announcements made in preparation for motions in October meeting and advertising for an Executive at Large

e. Tech Fund

- Christopher reported, and will go to tech fund meeting tomorrow
- last week it was discovered there was supposed to be a referendum in spring 2015 to continue the tech fund levy, so now it has been refunded to everybody who paid this year
 - Tech fund will receive no incoming funds this year but they have a cushion from previous years
 - Dawn and Nuree ambitious for spending their budget, which will look productive this year
- The issue goes to the University Affairs Board when they meet in April , so the referendum will be in March

f. Information Services Committee

- see attached report
- Q: will both floors be renovated at once or one at a time?
 - A: Both options are being considered, but to be done over the summer

g. Life & Times Committee

- they only have one meeting a year, which already happened
- student rep will mostly be assisting with the iTeas - should talk with Nalini Singh for more direction

h. Programs Committee

- met on October 1
- approved some courses, approved some co-op program details

- made the INF2173 practicum credit-no credit starting winter semester
- course evaluation discussion
 - provision of qualitative vs quantitative data - only the quantitative data is released publicly (unless the professors opt out for each course individually), and they are not getting good information from the system
 - looking into releasing qualitative data, there are ethics issues and it includes lots of inappropriate comments from students. Maybe releasing the data will bring awareness so there are less terrible comments?
 - students are complaining about the ischool and not the specific professor or their teaching
 - David brought up the MISC survey/class reps - how to collaborate? Make students aware of appropriate spaces for certain comments?

i. Committee on Standing

- no report, will not meet again until January
- Q: What is it?
 - A: faculty review applications from students about their standing in the program

j. Faculty Council

- discussed the restructuring of administration in ischool - staff and faculty were confused so they are planning a document for reference
- response to Truth and Reconciliation Commission
- No word of what has happened to Adriana
 - Programs Committee covered this - she is on personal leave, the restructuring terminated her position, and the work is now being done by Barbara Brown

6. BIRT the following nominees be confirmed as Working Group chairs

- Survey Working Group - Nicole and Tristan

- Part Time Student Working Group - Stephanie Abba and Chelsea
- Mental Health Working Group - appoint Keltie because she is already doing iTeas, and the only requirement of this working group is to coordinate a mental health iTea. Of course the working group can do much more if it wants to

7. **Other business**

- Rotem has ideas for Programs Committee
 - has noticed complaints that sometimes a course has no weekly outline or required readings in the syllabus - can that become a requirement?
 - binary between doing a thesis and a concentration - but has already been resolved
- Remember to participate in the ARG for Open Access Week
- Trinity Book Sale is this weekend

8. **BIRT the meeting be adjourned**

- moved by Tristan, seconded by Sophia, approved at 6:31

Report to Governing Council

Treasurer

October 19, 2015

Cheques

- We are in possession of several cheques from the previous executive that are expired. These are resulting from last year's fee levy. I am in the process of negotiating with the administration to get them re-issued.

Head Grant

- Work on the 2015-2016 Head Grant will begin this month. All GSU representatives MUST attend the monthly meetings in order for us to get a significant portion of our budgeted income.

Procedure

- Welcome new MISC-ers! If you spend money on something for MISC and would like it reimbursed, you will need to turn in a completed cheque requisition form (available in the drive and the office) and include an *itemized* receipt. Please contact Julia if you have any questions about this process.

Respectfully submitted by Julia King, October 18, 2015.

Report to Governing Council

Information Services Committee Report - 19 Oct 2015

- The committee met on 24 September 2015. There was some Review of Terms and Scope of the Information Services Committee in light of discussing/deciding what the committee is responsible for (eg. records management? website/sites?) No clear decisions were made.

- The committee chair, Cara Krmpotich, was asked to find out the status of the iSchool website/sites (the main site, the current student portal) and plans for future directions of the sites. One question was if we are keeping status quo until a new dean is appointed.
- There was discussion about [Privacy Guidelines](#) (that is, do we want to make a recommendation to Faculty Council to raise awareness and facilitate implementation?) and MISC/MUSSA/DSA reps were asked to ask their membership to read the guidelines in order to:
 - identify and address problems and suggestions (can borrowable Inforum tech such as iPads be wiped automatically after being returned, like the laptops are?)
 - identify (and publicize) things we as students can and should do (using mail.utoronto.ca email addresses, etc.)
- There were also updates on the Inforum and other iSchool renovations. Quotes for the work are forthcoming and the timeline looks to be about 18 months from now. The committee chair (Cara K) sits on both the 4th and 5th floor renovation committees and shared the hopes for the spaces, including:
 - keeping the seed library
 - keeping a portion of the print collection
 - Skype booth
 - common area / reading area
 - a station for Semaphore items and information (possibly 'staffed' with iSchool volunteers?)
 - two labs (Christophe, Kelly Lyons) that are funded via CFI grants
 - places to create and experiment (e.g. a 'gallery wall' for MMST students)
 - collaborative space accessible 24/7
 - “hyper-library”, “Inforum on steroids”
 - bookable student space
 - coffee

There was discussion about whether the 4th and 5th floor would or could be renovated separately or together and if there would be a significant cost savings to doing them together even though that would be more inconvenient.

It was suggested that an update be sent to iSchool stakeholders (students, staff, faculty) when possible - perhaps once plans have been drawn up and are available for comments/feedback. Cara K agreed this was a good idea, and noted that transparency is difficult because the process itself makes it difficult.

We discussed different times for future meetings (not during class time?) which would allow both MISC reps to attend. Both Cara K (chair) and Mary-Marta (admin support) seemed amenable to this.

Respectfully submitted by Stephanie Abba and Sophia Kesik, October 19, 2015.

Report to Governing Council

MISC/MUSSA Liaison

19 Oct 2015

MUSSA UPDATE

1. Meeting held October 7, 2015
2. October 15, 2015 MUSSA hosted info session on this year's 2015-2016 MMST Class Trip - due to difficulties the trip will be slightly different than previous years. The change in structure was made in part because of the state of the Canadian dollar, which would add an additional 20-30% to any trip south of the border. Additionally any trip to the US would have meant both Dylan (President) and Leah (Social Chair) would have been held personally responsible for every student on the trip. Working alongside the MMSt Faculty the following was developed. Reception seemed to be mixed but students have already begun signing up.
 - a. 2 day trip and 1 overnight trip planned
 - i. Nov. 13th, 2016 – Markham Museum
 1. No Cost to Students
 2. 30 students max
 - ii. Jan 22-23, 2016 – Niagara Region Museums
 1. \$10 deposit for bus (will be reimbursed) + Cost of hotel (approx \$50 for 1 night) + Friday dinner, Sat Lunch & dinner
 2. Visiting – St. Catherines Museum & Welland Centre; Niagara Pumphouse & Arts Centre; Riverbrink Art Museum; Niagara Historical Society and Museum
 3. Optional Free Time Activities are also available to students during Friday evening and Saturday afternoon (at extra cost)
 - iii. Feb 19th, 2016 – Hamilton Art Gallery and Hamilton Civic Museum
 1. No Cost to Students
 2. 30 students max
3. MUSSINGS
 - a. full summer schedule in 2015
 - b. This year MUSSINGS has 9 first year, 9 second year contributors, content Monday to Friday with some Sunday posts
 - c. Focus this year on making MUSSINGS more sustainable moving forward with blogging platforms

CRO MEETING UPDATE

1. Cara Krmpotich – Director of CRO program (First time we have had a director)
2. Wendy Duff – remains Academic Advisor for all CROs
3. Discussion of having a CRO Rep on the Faculty Committee to help represent the particular and specific interests of CRO – particularly in terms of course development
4. Although graduates of the CRO this past year went up as a group and received two diplomas, this may not happen this year. Cara and Wendy are working with the SGS to develop a sustainable solution for CROs to convocate and receive credit for their work.
 - a. It is listed in the programs at every convocation that the CROs receive two diplomas
5. There will be some evaluation and discussions pertaining to the suggestion of beginning the CRO program in the MI vs. MMSt. With larger cohorts of CROs entering the program, this recommendation may be invalidated
 - a. Originally, it was suggested to start in the MI so students would be able to do the exhibition project in 3rd year with a familiar cohort of MMSt student (CROs would traditionally join 1st year MMSt's in their 2nd Year and continue with them into 3rd year). With more CROs joining the program every year this may negate some of this original concern.
6. Looking to have CROs removed from paying the MUSSA Tech Fund fee (\$25 as part of their Part-Time MMSt fees) in 3rd year as CRO's already pay \$50 towards tech fund through paying full-time tuition to MI program, this way CROs are not contributing 1.5 times that of other students in their yearly fees.