



Master of Information Student Council
University of Toronto, Faculty of Information
misc.ischool.utoronto.ca | misc.ischool@utoronto.ca

Claude T. Bissell Building, Room 705A
2 March 2016 17:00

MISC Governing Council Meeting

Minutes

Present: Karen Lees, Emily Deere, Mia Clarkson, Christopher Hogendoorn, Penney Pakravan, Chelsea Misquith, Shevaun Ruby, Julia King, Nicole Kuiper, Tristan Smyth, Keltie Laidlaw, Nikita Johnson, Rotem Diamant, Sari Gutman, Caeleigh Moffat, Elizabeth Spalding, Sophia Kesik, Stephanie Abba, Jessica Mann

Regrets: David Mason, Danielle Klein, Dawn Walker

- Meeting called to order at 5:04pm
- 1. **BIRT the agenda for 2 March 2016 be adopted**
 - Moved by Stephanie, seconded by Lillian, carries
- 2. **BIRT the minutes from 29 January 2016 be adopted**
 - Moved by Julia, seconded by Mia, carries
- 3. **Reports from members of the Executive Committee**
 - a. **President**
 - i. **NGSIS Meeting (Next Generation Student Information System)**
 - Revamping student information products at UofT - they were behind Acorn for example

- Making a new online course calendar, to be a standard module template consistent across faculties. Will not replace faculty website, only courses and timetables
- Currently being piloted by Daniels Faculty of Architecture, planned for Faculty of Information in September

ii. Inforum Renovation Update

- Project manager will be able to get all material up through the accessibility ramp on 2nd floor, so they will not be going through the balcony and lounge this summer. The lounge will remain open for use!
- Still undetermined whether classes will be held in the Bissell building this summer. Would like construction to stop at four so it is safe for students to enter.

iii. Merchandise Update

- Regarding yearly hoodie sale: selected and contacted a vendor - hope to have display next week, and hoodie orders here in mid-April
- Do we want the faculty of information crest on the left of chest or larger on the back?
- Students want iSchool on back, but this is not feasible with prices and timeline

iv. Meeting re. Gender Neutral Washroom

- [Document 1](#) - Notes from Meeting
 - Summary: first floor to be single user bathrooms right away. Cannot have two contractors in building at once, so construction is tricky.
- [Document 2](#) - Handout from Meeting

b. Vice President

- No report

c. Secretary

- Announcing the election timeline:

- Nominations open March 13 to 25th
- Voting open March 28 to April 01
- MISC's instructor award held at the same times
- Attention first years: even if you're one MISC now, you must submit a nomination to be on MISC next year
- All positions are open except for faculty council, first year positions, and the Vice President. These and any unfilled positions from this election will be available in the Fall election
- Will be asking MISC volunteers to announce elections in their classes. Watch for a reminder email with important points to cover
- Change in election policy: instead of positions with only one nomination being acclaimed, I would like to have a confidence vote on the ballot. This should make MISC a better team, with more engaged individuals. Possible downsides include more unfilled positions and a longer ballot.
- No constitutional amendments required

d. Treasurer

- i. Financial skills workshop for incoming counsellors
- Mandatory for incoming Executive to ensure basic skills, prevent mismanagement

e. Webmaster

- Still working on website governance regarding new iSchool IT
- Goal is to get updates and maintenance addressed before end of term, to get the next person set up

4. Reports from the chairs of standing committees

a. Academic Affairs

- i. [Constitutional amendment](#)
- Summary: There will be first year and second year Academic Affairs Officers. Academic Affairs is removing the class rep function. The position will absorb the Programs Committee Reps, the Standing Committee Rep, and hold a place on Faculty Council.

- Moved by Lillian, seconded by Mia
- Discussion
 - What if combining so many roles creates too much work?
 - Should be two meetings per month plus MISC meetings. Eliminating class reps removes most of the time commitment associated with the current academic affairs position.
 - Combining these roles will create holistic and intimate knowledge and personal relationship with admin, program coordinators, which improves ability to help students.
 - How to replace class reps representing MISC and make announcements?
 - Any MISC member can make these announcements instead.
 - That really only worked on paper
 - How will this affect CROs?
 - They are welcome to come to the Academic Affairs Officers.
 - Note when Faculty Council heard the plan they were overwhelmingly in favour, and comfortable including MISC contact information widely available in syllabi.
 - Ability to be anonymous and part of the class is valuable. Experienced a successful resolution as class rep.
 - If faculty want one they can do so but not facilitated by MISC.
 - Faculty want more context for complaints.
 - There's not enough connection between MISC and the class reps. Their original function was to provide reports, which is consistently unfulfilled.
 - Also note that operational suggestions will remain flexible.
- Vote will be on the changes as omnibus, not individually: carries
- Note the roles don't come into effect until new council is elected!

b. Social

- i. Student Conference After Party - March 19
 - Soliciting suggestions for locations that are free.
- ii. End of Term Party - Date and Location
 - Saturday April 16
 - Planning on going to the Gladstone again.
 - Will not formally be inviting faculty or selling tickets.

c. Professional Development

- i. SSI Request: Book History and Print Culture Colloquium (see [attached](#))
 - BIRT MISC approve the SSI Request from the BHPC Colloquium for \$500
 - This is a fraction of the cost of the event.
 - 60% presenters are iSchool students
 - Moved by Shevaun, seconded by Nikita
 - Vote carries, Julia abstains
- ii. SSI Request: iJournal (see [attached](#))
 - BIRT MISC approve the SSI request from the student iJournal for \$221.25
 - For the launch party - 31 March
 - Moved by Julia, seconded by Chelsea
 - Discussion - why are their prices so specific?
 - Friendly amendment - increase total amount to \$250 - so they have wiggle room.
 - Vote carries

d. Merchandise

- i. \$420 made from lobby sale (\$251 first day, \$169 second day)
 - Major eyecatcher was the tees on sale (About 35 were sold), and the buttons were highly desirable.

- A lot of students, despite the MISC e-mail, were still not aware that merch was on sale.
- ii. Student Services bought a whole bunch of USBs (\$350 made in total)
 - And some travel mugs and notebooks
- iii. Slowly selling out of items; tees and shot glasses are expected to be cleared out during Spring Reunion & other events.

5. Reports from representatives to external committees and organizations

a. Alumni Association

- Jessica came to talk about representation from minority concentrations
 - Participation post-degree connected to participation during school - this creates problems with job shadowing, etc. They will continue brainstorming how to grapple with the challenge
 - Jessica to use AIS newsletter to encourage people to be involved
- OLA reception: 80 students attended, a pleasing increase.
- Please make sure people know about job shadowing.
- Convocation is June 16. FIAA hosts reception 5-7, which will be in Rotman.

b. MISC/MUSSA Liaison

- Nomination period March 19-25, voting March 26-April 01
- Working on keeping both CROs' degrees announced during convocation ceremony. Both are listed, but not announced.

****Reports from representatives continued after Working Groups****

Working Groups

a. Survey working group

- How to implement the survey via Google form? Will collaborate with Caeleigh
- How to promote?
 - MISCellaneous newsletter, mention in classes when mentioning elections, use Kathleen's email and screens

- Asking about study space could be a useful comparison metric before and after construction.
- How to ask questions about MISC? How to get priorities? Designed as free text plus suggestions.
 - Include both priorities and “do you know what MISC is” question
- BIRT the survey questions for the MISC annual survey for 2015-6 be approved with proposed amendments.
 - Moved by Nicole, seconded by Chelsea, vote carries.

b. Mental Health Working Group

- Dates for mental health dogs - last week of school (April 4th to 8th)
 - Any recommended times?
 - Wednesday has the most traffic?
- Money coming from social budget for therapy dogs

c. Part Time Working Group

- Meeting Tuesday March 15, at 4:30 to in the lounge. Will be announced in MISCellaneous

Representative reports continued

c. Admissions Committee

- See appended report below.

d. Graduate Students' Union

- Discussion about conference grant structure
- Discussion about defederation options from CFS - four student association options but litigation still ongoing

e. Tech Fund

i. [Report](#)

- New administration much more supportive of tech fund equipment included in IT maintenance. And faculty laptop support.

- Hopefully next year once services with IT are worked out, they can hold a referendum to start collecting a levy again.

f. Information Services Committee

i. [Report](#)

- Summary: intentions were to create an advisory board to replace the ISC. Asked about student representation. Now considering two new groups for the website and accreditation review, with no plans for inforum feedback. If these positions no longer exist, MISC will require constitutional amendments.
- Does MISC feel representation on Inforum issues is needed?
 - Chris had a discussion with Wendy that reiterated the two committees, and confusion about what the Inforum Advisory Committee would do.
 - Mia - FIAA is very concerned about being kept up to date about renovations and inforum in general. This speaks in favour of more representation.
 - Lillian - if there's transparency in decision making there doesn't need to be a standing committee. It feels like we have student representation but it doesn't come together very well, we're spread too thin
 - Tristan - does anyone listen to the committee anyway? Has it ever made a difference?
 - Originally was supposed to advise about technology. But the Inforum tells ISC what it needs
 - Also students are also always outvoted in representation
 - Nicole - maybe the committee only seems important because of renovations and controversial last year.

g. Life & Times Committee

- Mental Health iTea was a couple weeks ago

h. Programs Committee

- i. MI course reduction halted - because some concentrations didn't get back to them with their feelings about required courses

- ii. Concentration alterations - notice for upcoming changes
 - C&T - lacks definition for what the program is, the two required reading courses is problematic because faculty are not paid to conduct these, and dropping the requirement for research methods
 - More courses will be designated to replace the dropped requirements. They may already be taught, or there may need to create new ones.
 - KMD name change, because there is confusion between the concentration, collaborative program, and the institute. Suggestions include User Experience Design or Design Innovation., for marketing purposes. Consultation will be broad, brought forward to students and people in the field. Also Problems with the capstone will be fixed
 - ISD:
 - Master of Health Informatics is getting an Executive Program (module courses - 1003, 1341, 2186 - shared between this degree's home department and our department) - need to have online modules created.
 - ISD a good concentration to pilot a similar executive program, likely accepting 4-5 experienced people
 - The concentration is in demand, but people won't quit jobs to get their masters for it

i. Committee on Standing

- no report

j. Faculty Council

- Accreditation renewal next year
- Executive program in health informatics

i. Gender Neutral Washrooms

- No budgetary impact, overwhelming support, moving forward quickly.

ii. ISC dissolution - to be replaced with advisory committee?

iii. Fast-track applications

- U of T students will be given the opportunity to interview with the dean after Info Days instead of formal applications. Already rolled this out!

iv. Academic Affairs Committee announcement

6. [Constitutional amendment](#)

- Summary: Merchandise Chair to be removed, any merchandise activity to be incorporate into Vice President's portfolio.
- Discussion & reasoning
 - This is no reflection on current representative, who has done a great job selling what we already have.
 - But we don't need to raise funds through merchandise anymore.
 - It takes a long time to sell what we do have.
 - Penney's opinion as current Merch representative "doesn't mind" the change
 - Mostly the administration buys it, as its branded with the Faculty of Information. They can organize merchandise themselves.
 - Moved by whole executive, vote carries.
 - Note the current Merchandise Chair continues position until the new council is elected.

7. **Other business**

- How do exit reports work for reorganized positions?
 - Lillian will contact for their reports.

8. **BIRT the meeting be adjourned**

- Moved by Julia, seconded by Chelsea, carries.
- 6:25pm meeting is closed.

Reports to Governing Council

Admissions Committee

March 2nd

Conversion: From Paid Applications to Offer of Admission

- Meeting held on February 4, 2016
- Lost 1/3 of offers when transitioning to acceptances last year, trying to narrow that gap and have as many offers become acceptances
 - Doing this through various communication styles:
 - Sending a video to prospective students that are “Under Review” to maintain communication with them
 - Enhancing the offer: using a colourful pamphlet that enforces the meet and greet on April 2nd - more than just an impersonal form letter
 - Emphasizing “Why UofT?” - bringing a slide of this into Info Days
 - Emphasize who faculty are and their accomplishments
- Admissions Statistics:
 - A month ahead on applications in terms of numbers in comparison to last year - at the number of applications that we had at the end of February 2015 in January 2016
 - 446 applicants so far, target is 625 for MI
 - 45% increase this year
 - 200 applicants for MMSt - only accepting 41 domestic (does not include part time or CRO) - room to go above this number
 - 60% increase this year
 - First intake to advertise the Co-Op as it is now on the web and in the calendar
 - SAM - Application review system for professors - thinking about upgrading to a new system, but this is under development

Respectfully submitted by David Mason, February 24, 2016.

Information Services Committee

March 2, 2016

At the Faculty Council meeting of February 4, 2016, the ISC reported that it was going to propose disbanding itself and moving to more of an advisory board model. A question was raised about representation on that board but there was no concrete answer except that it would include students, staff, and faculty.

The Information Services Committee did not meet as scheduled on February 25th, 2016 as quorum could not be reached. Two members of the committee expressed their interest in discussing the proposed make-up of the proposed advisory board before the next Faculty Council meeting on March 30th.

When asked specifically about this, Dean Wendy Duff told the committee by email that “We are currently investigating the formation of two new groups which will have MISC representation. One committee will focus on the new, website while the other will support the accreditation review.”

I asked if either of those groups would be responsible for providing feedback or advice to the Inforum Director or staff about Inforum-related matters since matters relating to the Inforum do not seem to be covered by either a website group or an accreditation review group.

Dean Duff replied that “I think feedback or advice about Inforum- related matters should go directly to the Director of the Inforum. I do not think we need a committee for this. Lari [Langford, current Director of the Inforum], how you would like to obtain feedback or advice.”

At the time this report was submitted, there had been no response from Lari Langford or any further communications from Dean Duff or any other member of the Information Services Committee.

This is in contrast to what was implied at Faculty Council on February 4th (and at the January 28th ISC meeting) where an Inforum advisory board was the suggested model to replace the ISC.

This is a concern for MISC because if the ISC is disbanded without a clear replacement group that includes a mandate for student representation, then MISC (and MUSSA, and the PHD students) have lost any official student presence on any group or committee that is specifically on Inforum policies.

As well, Constitutional amendments may be required and as we enter the election cycle this presents some difficulty.

We are awaiting future communications from Dean Duff, Lari Langford, and other members of the ISC committee.

Respectfully submitted, Stephanie Abba and Sophia Kesik

Student Tech Fund

March 2, 2016

Student Tech Fund Status

The following report summarizes what has happened at the last Student Tech Fund meeting (February 11, 2016) and updates on the Student Levy Refund and Referendum:

1. Recent Votes
 - Approved **\$398.00 Request for Funds** AIS Brown Bag Lunch Sessions
VOTE PASSED UNANIMOUSLY (1 abstention)
2. IT Restructuring and Tech Fund at the iSchool

Tech Fund representatives met with Dean Duff and Glenn Cumming on Friday, February 5, 2016 to discuss how the Tech Fund would function going forward in light of the FAQ on the IT restructuring that was released on December 22, 2015. Since then, we have begun working with Ivan Stesak of central IT to resolve some of the outstanding questions. However, with Tony's departure from the iSchool this past week we still do not have new processes in place.

Relevant documents:

- [“Letter Responding to IT Restructuring”](#) January 13, 2016
- [“Recap of IT Restructuring Meeting”](#) February 8, 2016

Submitted by Dawn on February 29, 2016