

University of Toronto – Faculty of Information
Master of Information Student Council
December 15th, 2011; 5:30-7:30 pm
Student Lounge, 7th Floor, Claude Bissell Building

Minutes

Present: Shawna Delgaty, Katie Cuyler, Melissa Bell, Emily Porta, Laura Chadwick, Heather Buchansky, Pam Murray, Amy Weir, Coralee Leroux, Ross Newton, Andrew Zanier, Stephanie Quail, Adam Fox, Brooke Gardhhouse, Sarah-Anne de Groot, Victoria Baranow, Jaclyn Derlatka, Val Stevens, Jen White, Lindsay Gibb, Martin Dreissen, Koren Siddles, Jessica Gallinger, Sara Allain, David Jorjani, Simren Singh
Official Regrets: Sanjin Kuduzovic, Lindsay Timmins
Absent: Claudio Munoz, Fatima Elzaibak

Recorder: Shawna Delgaty

Meeting called to order at 5.42 pm with quorum established

1. Approval of Agenda
Seconded: Sara Allain
Carried
2. Reading and Approval of the Minutes November 3rd
Seconded: Melissa Bell
Carried
3. Business Arising from the Minutes
Last month we had a vote to change the constitution, and changes to the constitution are automatically tabled for one month. We will vote on these changes today.
4. Executive Committee reports:
 - a. President (Victoria)
 - i. Proposed Constitution Amendments are up for vote after being automatically tabled (see Motion A, below)
Vote: Unanimous – **Carried**.
 - ii. February MISC Meeting moved to Thursday, February 9th at 5pm, due to OLA Conference in the first week of February
 - iii. Faculty Council meeting has moved from the week of the OLA conference to the week prior to avoid conflict with OLA conference
 - iv. Meetings with the Dean, Executive Council
 1. Overview – Same day announcements regarding iTeas have been halted; please remind people to book appointments with Isadora regarding resumes, career services, etc.;
 2. Faculty of Information's Constitution/By-Laws allow two MI representatives on the Information Services Committee – A call for volunteers for this position was held, and Sara Allain volunteered
MOTION to appoint Sara Allain to second position on Information Services Committee
 - v. Project Management - Victoria e-mailed Heather MacNeil about adding a third section of the Project Management course, but they do not have

anyone available to teach the course. The enrollment has expanded to include 35 students, which means there will have to be a TA. In future, they are planning to offer this course in both semesters to account for student demand.

- vi. Exit Reports – Victoria is going to try to create “President’s Manual” over the holidays, and will try to add the information that she knows about each position, but it would be helpful if students kept notes about contacts, duties and procedures for their exit reports.
 - vii. Fundraising and Awareness Campaign Update – Currently have \$100 gift card to the Eaton Centre thanks to a charitable faculty member. We are still collecting donations from people who have expressed interest in giving. CAPPs is definitely coming for a one-hour talk. Proceeds are going to “The Jack Project” which is an organization that helps with the transition between high school and university/college. Sign-up sheet for volunteers will be passed around.
 - viii. Request for Volunteers to Help out at the Faculty’s OLA Booth – Adriana has requested volunteers for Thurs/Fri at OLA. If interested e-mail Laura Jantek
 - ix. Memorandum of Understanding found in MISC Office – regarding CLA award. An agreement from 2008/9 signed by faculty and students underlined the fact that there is no agreement between students and faculty for the MISC to contribute to the travel cost of CLA’s awards.
- b. Vice President (Jessica)
- i. Meeting with Dean – After the last FC council meeting, Victoria and Jessica met with the Dean to discuss grading policies. The Dean has agreed to present a list of formal questions from students and will present it at the Faculty meeting and will provide us with a formal written response.
MOTION to approve the list of questions proposed by Jessica and send them to Seamus for faculty review.
Seconded: Victoria
Vote: Unanimous – **Carried.**
 - ii. Questions to be edited and put forward to the Dean/faculty Members (see Appendix)
- c. Treasurer (Sara)
- i. Update – Previous two years council did not accurately conduct GSU head grant. Discrepancies of approx. \$2,000 from last year and almost \$9,000 from the year before. Victoria and Sara recalculated previous year’s head grant and resubmitted application and have received accurate amount of funding.
 - ii. SLA-TSG Request for \$200 – Requesting funds for purchasing cards and gifts for tour hosts and hosting a speaker event next semester
MOTION
Seconded: Victoria
Vote: Unanimous – **Carried.**
- d. Secretary (Shawna) – No Report

- e. Webmaster (Martin) – No Report
- 5. Reports by Committees:
 - a. Social Committee (Koren and Lindsay)
 - i. Review of recent events: Approx 15 people showed up for the Degrossi themed movie night.
 - ii. Upcoming for Winter Semester: “Welcome Back” pub night in January; crafts, karaoke night, AGO and ROM trip.
 - b. Professional Development (Heather and Pam)
 - i. Employer Showcase Update – Aiming for at least 20 organizations to come to the event on Friday 13 January. Currently 15 organizations have signed up with others expressing interest.
 - ii. Request for Volunteers for Employer Showcase – Volunteers are required from 11.30 onwards. Event runs from 12-3. Volunteers would help set up booths, welcome employers, help out with refreshments, etc.
 - c. Academic Affairs (Melissa)
 - i. Update – Melissa has sent out e-mails to class reps. Set the date for Tuesday 20 December. Currently Melissa has 8/37 reports. Victoria and Melissa met with the class rep for Public Libraries Serving Diverse Communities class and student satisfaction is very low. Melissa and Victoria will be meeting with Heather MacNeil (Associate Dean Academic) to address this.
Jessica asks if students have access to course evaluations.
Victoria: No, the course evaluations used to be public, but they cut that off. This is why we try to gather the evaluations from class reps.
 - d. Merchandise Committee (Coralee)
 - i. Update – November sales \$373. Total sales since April: \$1020.
- 6. Reports by Representatives
 - a. Faculty Council (Victoria, Jessica, Katie, Adam, Jaclyn, Amy, Sarah-Anne, Fatima, David, Sanjin, Andrew, and Shawna) – Report by Jessica. Dean mentioned that they are planning to expand the number of faculty *and* students at the school. Currently there is a 17-1 student-faculty ration, but in the core courses it’s 40-1. Council committee’s report: Reintroducing an undergraduate degree which will be affiliated with the Faculty of Information, but this will not affect the plans for expansion. (ie. The increase in students will be in the graduate area.) Introduced two new courses: Information Ventures and Visual Literacy
 - b. Programs Committee Representative (Sanjin)
 - i. New courses available
 - ii. Professors are currently being assessed who will be able to facilitate students interested in health-centric collaborative program
 - iii. A new Culture and Technology path is being formulated in more detail
 - iv. Requests for combining ISD and KMIM paths in order to create a new Information System Management path is not feasible at the moment
 - v. Adriana will add new links to the iSchool website with more detailed information about all collaborative programs so that students are aware of what they are getting into and what the requirements entail

- vi. Syllabus is currently being finalized for proposed course - CAT 1515Y: Integrative Seminar in Culture & Technology
- vii. If anyone is interested in a particular or unique collaborative program which is currently unavailable at the faculty e-mail Sanjin and he will speak with Seamus Ross and Professor Kelly Lyons to put it forward
- c. Student Tech Fund Committee (Stephanie, Claudio, and Emily)
 - i. Finalization of Inforum and Room 417 Proposal – Tech Fund met on Monday and finalized proposal. Computers will be purchased this week or early next week and computers will be set up in early January. New computers will have all equipment needed for classes that require Visio and Tech Fund has also purchase 20 licenses of OmniGraffle, but students did not seem to know about it. Tech Fund may take on a more promotional role in advertising software availability. Tech Fund will also be having a Tech Fund iTea to advertise the arrival of the new computers.
 - ii. Workshops – Tech fund is aiming to have workshops mid-end of January. Workshop will begin with HTML5 and will also have a workshop on CSS. Tech Fund will be hiring accredited instructors to teach them and will garner feedback from introductory sessions and develop workshops from there. Will also be offering Microsoft Academy self-taught programs. Jessica asked if the Microsoft Academy can be done from home; Stephanie and Emily think so, but will follow up.
 - iii. Photo Contest – Starting first week back in January. Contest for student photos/artwork and vote will be held and best photos will be curated in student lounge by MMSSt students.
 - iv. Upcoming Proposals for Upgrades to other Computer Labs and Tech Improvements – Will be purchasing quiet computers and brackets for the desks so that towers can be put under the desks. Room 328 was set up as a student study space but you have to get a key from the Inforum so it's not that convenient.
 - v. Other Updates from Recent Meeting – ACM is main body for IT and has training programs. Tech Fund is looking into ACM programs to see if it can be used for students here. Tech Fund will also be purchasing a Mac Mini to put beside the Smart Board. There was discussion about what equipment would be necessary to make the Smart Board usable in the student lounge.
- d. Graduate Student Union (Jen)
 - i. November GSU Meeting –
 - ii. December GSU Meeting –
 One report was given to encompass both GSU meetings: February 1st was National Day of Action. Want to put forward accessible education and have educational grant currently available in Ontario extended to grad students. They are also asking students to walk out of class on February 1st to march to Queen's Park in recognition of equal education for all. Jessica met with Jason to discuss the needs of the program. GSU doesn't know much about professional programs because most graduate programs are academic at U of T. Social Justice and Civics sub-committees are both

involved in public libraries activism. Jessica has been in touch with the chair of these meetings and there is a possibility that FI students could be involved with the GSU in promoting public library awareness.

- iii. CUPE 3902 passed their strike vote and university has called on a national mediator to step in, and if that fails there could be a TA strike.
 - e. Life & Times Committee (Laura) – No Report
 - f. MISC-MSGSA Liaison (Amy)
 - i. Repatriation/Space Committee Update – Space committee is discussing whether to incorporate PhD offices in with faculty offices, and expanding elevator lobbies to include more lounges. Locks on 7th floor washrooms will be removed. Room 328 is not networked, so we have given that space up and hopefully more student space is on the way. The fifth floor is still not accessible unless you know the password. Password was supposed to be distributed to the students, but it hasn't yet.
 - g. Committee on Standing (Simren) – No Report
 - h. Alumni Association Committee (Valerie)
 - i. Update – Student Conference Grant deadline has been extended into January. If anyone is presenting at the iSchool conference, they are entitled to apply for \$275.
 - i. Admissions Committee (Lindsay T.) – No Report
 - j. Information Services Committee (Ross)
 - i. Update – Information Services Committee talked about a couple of documents that are going around about Faculty of Information IT Services. Would like to get support of T-Space, because it offers free access to people's documentation and access to documents like SSHRC and NSERC. Faculty members do not want to support T-Space. IS Committee formed a sub-committee to develop web policy. Draft of this was approved at recent Faculty Council meeting. Ivan created IS Provision Catalog lists all the services IS Committee provides to the faculty. Joe Cox's document on web vision and strategy about FIAA and other associations' placement on the website. Joe and Seamus say this is going to take 6 months or more.
 - ii. Future meetings will discuss teaching technologies in the classroom; Inforum space issues.
7. New Business
Ross is thinking of starting a book club next semester. If anyone is interested, please email Ross. It would be about an event that occurred approx. one a month.
8. Motion to adjourn
Seconded: Martin
Vote: Unanimous -- **Carried**

The meeting was adjourned at 7.14 pm

Motion A: To amend the constitution such that:

4.2.5 *The Treasurer shall:*

a) submit an annual report to the governing council in September. This shall encompass both the annual financial report of the past year and the budget for the upcoming fiscal year. The fiscal year runs from September 1 to August 31.

Is replaced with:

4.2.5 *The Treasurer shall:*

a) submit an annual report to the governing council in September. This shall encompass both the annual financial report of the past year and the budget for the upcoming fiscal year. The fiscal year runs from May 1 to April 30.

Appendix A

- 1) What is the class registration number that prompts TA grading assistance?
- 2) Are students entitled to TA email contact information and/or academic bios?
- 3) Can TAs assign grades?
- 4) What policy is there within classes with multiple TAs; should one TA mark all assignments for a given student, or should TAs rotate assignments and share students? In the first case, can students ask to be assigned to an alternative TA?
- 5) What is the procedure for appealing a TA grade? Do students need to go through TAs for an appeal? Can TAs determine whether a grade is appealed?
- 6) Do professors conduct blind reviews of TA grading?
- 7) What mechanisms are in place for checking grading consistency? What qualifies as a low grading consistency?
- 8) Do TAs who grade student work have to complete class readings? Do they have to attend lectures? How do TAs know what is happening in class if they are absent and do not complete readings? How can they grade assignments on those readings?