

University of Toronto – Faculty of Information
Master of Information Student Council
April 14th, 2012; 5:00-7:00 pm
Student Lounge, 7th Floor, Claude Bissell Building

Minutes

Present: Victoria Baranow, Jessica Gallinger, Sara Allain, Shawna Delgaty, Wendy Traas, Laura Chadwick, Emily Porta, David Jorjani, Brooke Gardhouse, Sarah-Anne de Groote, Heather Buchansky, Pam Murray, Andrew Zanier, Claudio Munoz, Adam Fox, Lindsay Timmins, Lindsay Gibb, Koren Siddles, Stephanie Quail, Coralee Leroux, Ashley Bodiguel, Darrell Joyce, Alexandra Kwan, Valerie Stevens, Katie Cuyler, Amy Weir, Mari Vihuri, Ross Newton, Allison Moore

Official Regrets: Melissa Bell, Nonna Volodina, Fatima Elzaibak, Sanjin Kuduzovic

Absent: Mat Calverley

Recorder: Shawna Delgaty

The meeting was called to order at 5.13 pm

1. Approval of Agenda – Approved at 5.13 pm.
2. Reading and Approval of the Minutes March 1st, 2012 and Special Governing Council Meeting Minutes March 29th, 2012.
Seconded – Val Stevens
Vote – Unanimous
Passed
3. Business Arising from the Minutes – None
4. Executive Committee reports:
 - a. President (Victoria)
 - i. Recap of Special Governing Council Meeting and Post-Meeting Update. Victoria gave an overview of the Special Governing Council meeting on March 29, 2012 and outlined the changes that were put forward to the constitution stating that more than one person must hold the passwords to MISC-related accounts, etc. Victoria explained that changes to the constitution are automatically tabled for two weeks and then voted on either by email or in person.
 - ii. Discussion and voting on Motion A (see below) as moved and seconded at the Special Governing Council Meeting on March 29th.
Seconded: Val Stevens
Vote: Unanimous
Passed.
Val commented that unfortunately this is not a rare occurrence and that each year there is someone taken off council.
Shawna commented that it is important to remember that the minutes of meetings are preserved as a record and published on the website, although in the case of our Special Governing Council meeting we opted not to publish the minutes out of concern for the previous webmaster.

Jessica also mentioned that the previous webmaster had many chances to rectify his error, and incoming council members don't need to be afraid of being unduly attacked for errors.

- iii. Victoria went over the President's report, which will be given to Jessica. She also highlighted things like making the Tech Fund more independent because administration looks to her to make many Tech Fund decisions and she refers these to the Tech Fund. She also suggested that someone take charge of the lounge clean-up schedule because the plants will need to be watered over the summer. Regarding referenda: Christine told Victoria that Tech Fund/Student Fee referenda were mandatory, but Victoria checked with U-Life and it is not mandatory. She suggested possibly revisiting the Tech Fund referendum next year to lower the fees, depending on the Tech Fund balance. She also suggested that next year's council make the transition on May 1 instead of immediately after the last meeting. Victoria noted that she would do a thorough review of the constitution and recommend changes for the new council to consider so that the MISC's constitution better reflects what is appropriate for the governing council going forward – these recommendations will be passed on to Jessica. For the full report, see below.
- b. Webmaster (Vacant – Victoria) – Victoria wrote the webmaster's report with a referral to the Special Governing Council minutes. For the full report, see below.
- c. Vice President (Jessica)
 - i. Conversations with the Dean Report on MISC Website – This report is now up on the MISC website and is available just under the minutes.
 - ii. Final Report – Jessica found she had to take initiative to create her own projects in the VP position. She had to attend GSU/Faculty Council meetings, in addition to MISC meetings. For the full report of the projects Jessica undertook over the past year, see below.
- d. Secretary (Shawna)
 - i. Final Report – For the full report, see below.
- e. Treasurer (Sara)
 - i. Faculty's request for CLA Award Contribution from MISC – The CLA has asked again for us to fund their travel grant, as they did last summer. Last summer, Victoria got an email demanding money to fund the CLA student travel grant (half of total travel costs) after the student had already gone to the conference. Sara outlined the discussion that occurred last summer, in which MISC was uncomfortable with the idea of funding initiatives that only benefit one student, and also with having money requested after the fact. This exchange has happened between the CLA and the student council for several years. Last year, we sent an email to Susan Brown and the CLA saying that we would not fund this award. This year, we received an email from Adriana asking us to fund this award again. Victoria promised to bring it to council, and Adriana thanked us for considering it.
Val Stevens puts forward a motion to provide \$100 to the CLA student award.

Seconded by Simren Singh.

Stephanie recommended that if we make a contribution it be a consistent amount every year, which Victoria said we can't do without putting it in the constitution.

Amy wants to know why we weren't asked before the award was given, and Sara pointed out that we were emailed on April 2nd and asked for a response by April 4th. Victoria noted that in her reply to Adriana she said that we wouldn't be able to respond until after our meeting on the 14th.

Vote for – 0

Against – 23

Abstained – Lindsay G.

Motion did not pass.

- ii. Librarians without Borders request for student sponsored initiatives funding – LWB is asking for \$750 to go towards the Asturias library in Guatemala. This money will go towards the Asturias library collection and towards a stipend for a librarian to work in the library.

Motion by Sara Allain to award the \$750 to LWB

Seconded by Koren Siddles

Vote for – Unanimous

Passed

- iii. Final Report to date – At the time of this meeting, Sara has not submitted her report. She highlighted the fact that last year's record-keeping was really shoddy, and last year's head grant and the year before had to be redone for the GSU in addition to completing this year's. Sara and Victoria have worked hard to streamline everything for next year. Every committee is under budget.

5. Reports by Committees:

a. Social Committee (Koren and Lindsay G.)

- i. Final Report – See below for the full report. Social had approximately 13 events in total, and some were better attended than others. They did plan one event during ROCM, which was why it wasn't well attended. They also highlighted the importance of making events accessible.

b. Academic Affairs (Melissa – Victoria to give report)

- i. Final Report – For the full report, see below. This term there haven't been any problems in any of the courses. We did receive some of the forms really late, and this makes things difficult because we want to put them on the website as soon as possible. The new council might want to consider a new way to handle the forms but it's difficult to force students to hand in the forms as soon as possible.

c. Professional Development (Heather and Pam)

- i. Final Report – See below for full report. Isadora was hired at the beginning of this year, so this changed the scope of PD's work. Highlights included the employer showcase, which had more special library and different kinds of information organizations than in previous years. Hopefully this trend will continue. Pam outlined suggestions for next year,

especially to remind the Innis Café the day before if they are hired to cater any events, since they have forgotten twice.

- d. Merchandise Committee (Coralee)
 - i. Final Report – See below for full report. Merch did not make enough to make a profit, but they did make enough to cover most of their budget. Coralee thinks this might be because they had to replenish a lot of their merch at the beginning of this year, and next year’s council will not have to that.
6. Reports by Representatives
- a. Life & Times Committee (Laura)
 - i. Final Report – See below for full report. There were only two meetings that happened this year. At the last meeting, Kathleen Schaeffer resigned as Chair of L&T Committee. Laura isn’t sure who the new chair will be. (Victoria noted that it should go up on the Governance page on the iSchool website.)

Jessica asked why Kathleen resigned.

Laura said it was because Kathleen had been the Chair for 7 years and wanted to allow someone else with new ideas take the spot.

Victoria reminded the new council that the iTeas have tended to fill up quickly, so MISC will have to book any spots early, although we aren’t sure if this will still be the case in the new year.
 - b. Graduate Student Union (Brooke, Jessica, and Mat)
 - i. March 28th Meeting
 - 1. Call for Chair – Currently the GSU is looking for hire a chair for the 2012-2013 year. Jessica thinks that someone with experience and a thick skin might appreciate this job, so if you know anyone who is interested let them know. This is a paid position.
 - 2. Centre for International Experience – CIE made a presentation, and they provide some advising around immigration. If you know anyone who is struggling with immigration, the CIE can help.
 - 3. National Transit Strategy: Good, Bad, Ugly Twitter Campaign – Civics Commissioner has been working on this national transit strategy. They are going to take photos of things that work well, not well, or not at all on public transit.
 - 4. Ancillary Fees – To Jessica’s knowledge, this does not affect us. One of our executives at large, Jason, found a student council whose tuition fees had shot up of about \$1,000 a year and named “Ancillary fees.” They did an investigation of this and found that they were wrongly named “Ancillary fees” and so now they are investigating this in many different faculties.
 - ii. Final Report – See full report below.
 - c. Student Tech Fund Committee (Stephanie, Claudio, and Emily)
 - i. Final Report – For the full report, see below.
 - ii. Upcoming tech fund initiatives – Tech Fund has purchased Lib Guide software so that students can experiment with Lib Guide software, and make a private guide and then send that link to future employers.

Tech Fund has also purchased podcasting equipment, shipped on April 4. HTML and CSS bootcamp workshops will be held on May 5/12th, four hours in length, will be screencast and put online. Ladies Learning Code are doing the workshops. The cost for these workshops are \$2845, so it is a bit prohibitive. The cost of these will eat away at the Tech Fund's ability to make big purchases. David suggested that students who have these technical abilities and are willing to teach be offered an honorarium to teach these courses to students instead.

Victoria mentioned that when she and Gillian rewrote the part of the constitution related to the Tech Fund, it was worded as if it would be reviewed after each referendum which she understood to be mandatory (as was conveyed to her). Since we don't have to have referenda, Victoria suggests that the two presidents of MISC and MSGSA to review the wording.

David asked for suggestions for new tech fund workshops. Shawna suggested based on a student's comment that there may be some kind of "lab" component that be offered to complement classes like Conservation, Preservation, etc. where students get to practice what they study.

Obviously this would be costly if applied to every course.

Emily mentioned that ideally the Tech Fund would liaise with faculty to discuss what's necessary, but the Tech Fund needs feedback too from students who take the courses.

Victoria mentioned that she tells the ACA members to propose suggestions for workshops to the Tech Fund, but so far no one has stepped forward to start up an initiative that the Tech Fund could provide money for – the difficulty is getting students to take on this role because students on the MISC already have a lot on their plates.

Sarah-Anne wonders if the level of dissatisfaction is unique to this year.

Val says she thinks that the year before us had it worse, because that was the first year they implemented broad changes and they had an additional full-semester course – 1004 – instead of the workshops.

Ashley wants to know what other technical schools students are teaching to their students.

Lindsay mentioned that she worked with recent graduates from UBC, Dalhousie, and UWO who all had better skills in online searching than she had learned, and those students mentioned that they'd learned these advanced searching skills in their Intro to Reference course. They uniformly have the impression that our school is a "joke" in terms of job-preparedness and the skills that we learn.

Shawna knows that UWO teaches courses in GIS and Prospect Research. GIS may be offered here in the coming year, and PR is offered through the iSchool institute as a one-day workshop.

Jessica and Shawna both mentioned that there is a disparity between what students perceive to be the goals of the program and what faculty perceive to be the goals of the program.

Emily said that because this school is advertised as a professional school, students should be learning professional skills in the program that are preparing us for the immediate job market.

d. MISC-MSGSA Liaison (Amy)

- i. Future of Position and Final Report – See below for attached report. The main issue with Amy’s position this year is that it appears that it was created by the previous council without input from the MSGSA, which meant that communication was limited and cooperation was not enhanced. Amy also sat on the Bissell Repatriation Committee which required only one student to represent both MI and MMSt students. Amy met with president of the MSGSA about whether or not they want to continue the role, and agreed it was a valuable position. But going forward she recommended that the position be elected by both the MSGSA and MI student bodies. Over the summer, Amy recommends that the new councils implement the suggested changes in the report and figure out how to run the elections.

Victoria also mentioned that when Amy forwarded the suggestions that she and Gillian came up with, she thought many of them can be implemented right away; however, some of the suggestions required a rewrite of the constitution and given that the suggestions were received within a few days of nominations opening, it was just not feasible (due to two weeks tabling requirement and the need to get elections underway). When Victoria communicated this to Gillian, she wanted us to withhold nominations for this position which Victoria felt would be illegal. We ended up discouraging people running for this position by adding, “Please note: This position’s duties may be changed in the incoming year.”

Amy gave an overview of the sustainability efforts and Jessica also added that if any students want to help her work on sustainability initiatives over the summer, please contact her.

Amy also mentioned that the incoming students may want to work with a newly created student group who are emphasizing sustainability.

e. Admissions Committee (Lindsay T.)

- i. Final Report – Lindsay had one meeting in October to discuss standards, and there is sometimes a follow-up meeting. Students are not allowed to attend the meetings once Faculty start reviewing applications. See below for attached report.

f. Faculty Council (Victoria, Jessica, Katie, Adam, Amy, Sarah-Anne, Fatima, David, Sanjin, Andrew, Shawna, and Pam)

- i. Final Report – See below for attached reports. There has been one faculty council meeting this year. The second meeting was postponed, and the next one will be on May 9th. They want to iron the core course proposal before the next faculty council meeting.

Victoria suggested that Jessica email Andrew Drummond to talk about whether or not second year students who are graduating can still represent on these meetings as they are able to take advantage of other services on campus until August, but she wasn’t sure.

- g. Information Services Committee (Ross and Sara)
 - i. Final Report – Recent meetings discuss social media. They want to stop promoting the Inforum Facebook page until the Faculty Facebook page acquires more “likes.” They talked about the Faculty job site being open or closed – having it “open” attracts students, and having it “closed” benefits current students and alumni.
Shawna mentioned that she is in favour of keeping it open because many sites point to our faculty website, and is in favour of keeping information as open as possible.
Jessica mentioned that she’s in favour of keeping the job board open as long as other universities’ keep it open, or if there is a reciprocal agreement.
Sara mentioned that most jobs are cross-posted, so it doesn’t make sense to her to close the job board.
Ross also mentioned that Ivan was made the new person heading the new website design which has undergone many feedback stages and continues to do so.
 - ii. For the full report, see below.
- h. Programs Committee Representative (Sanjin – Victoria to give report)
 - i. Final Report – For the full report, see below.
- i. Alumni Association Committee (Valerie)
 - i. Final Report – For the full report, see below.
- j. Committee on Standing (Simren)
 - i. Final Report – There were two meetings this year. They consider applications from students who require extensions, or late graduation dates, etc. Simren went to the first one, and the second is in May and Simren can’t go. The date is May 7th, and Jessica will likely take her place.

7. New Business

- i. Sara reminded council members to let her know immediately if they need a cheque. And if anyone has cheques that need to be deposited, please deposit it by the end of the week.
- ii. If people are arranging meetings between outgoing and incoming positions, Jessica would be happy to attend so that she knows what is going on in the positions for next year.

8. Adjourn

Motion to adjourn – Victoria

Seconded – Amy

Vote – Unanimous

Carried at 7:34

Motion A (proposed additions are underlined)

4.2.1.2 Any login and password information used by any member of the Governing Council in the course of fulfilling their duties while on the MISC shall be communicated to the President for safekeeping and for emergency use as required; the President will take the necessary measures to protect this information; if this information is changed, the President must be updated as to the new information as soon as possible and within three days.

4.2.1.3 All online accounts that require linking to an email address for password retrieval shall be linked to the MISC's main utoronto email account unless a reasonable exception applies and is approved by the Governing Council.

4.2.1.4 Any login and password information used by the President in the course of fulfilling their duties while on the MISC shall be communicated to the Secretary for safekeeping and for emergency use as required; the Secretary will take the necessary measures to protect this information; if this information is changed, the Secretary must be updated as to the new information as soon as possible and within three days.

4.2.2 The President Shall:

- a) call, prepare agendas for and chair meetings of the Executive committee
- b) call, and prepare agendas for meetings of Governing Council
- c) be one of the student representatives to Faculty Council
- d) act as a liaison to both the administration and the Membership and handle all correspondence on behalf of MISC
- e) bring issues of the Membership to the attention of Governing Council
- f) be recognized as the official spokesperson of MISC to the administration and wider community
- g) be responsible for the management of the records of MISC including backups of sensitive information as indicated in 4.2.1.2.

EXECUTIVE REPORTS

President's Report – Victoria Baranow

This report is intended to be a general report of use to the rest of council, the membership, and incoming council members. The incoming President will receive a much more comprehensive manual with contact information that they can refer to and add their own notes and reflections to for their successor.

- A slogan contest was run and the winning entry was “Moving In Formation - it was submitted by Jessica Gallinger who won some iSchool merchandise
- A logo was eventually designed by a friend of a council member, Chris Ivanovs – we ended up with three designs in both colour and b&w versions. They're to be used on any posters or other advertisements that the MISC runs in order to 'brand' the MISC and create awareness of the events that we run. This didn't really start until mid-winter semester of 2012. We gave Chris a thank-you card, iSchool shotglass, and \$20 giftcard to LCBO
- Victoria wrote up a mission statement for the MISC to include aspects of the constitution and the implied mission of the MISC so that it would be explicit and stated somewhere. Feedback was gathered from council on what to include and eventually it was approved by the council members and put up on the website.
- While part of the treasurer duties, it should be noted that the Treasurer and President had to redo several past head grant applications for the GSU as there were MAJOR discrepancies that they had not caught. It all worked out in the end, but measures were taken to make sure that it won't happen again.
- We found a “Living Social” voucher online to purchase two gift baskets for Student Services and Information Services at half price as a thank you/holiday gift. In the previous council (2010-2011) it was half paid by the President at that time and half by MISC because council members didn't support the purchase of them.
- A Facebook Page was created to garner more visibility among the students – we also have our logos up there and use to promote events.
- The Twitter account could be used more – it would be nice to link/synch it with the Facebook page but right now there's a glitch and it won't work. Seems to be an issue across many of the timeline Pages right now.
- In the summer the Tech Fund By-Law was re-written to include the MMSt contributions. I wrote this with Gillian Gallimore and it took much longer than anticipated with several difficulties/conflicts. Eventually it was completed and approved near the end of the summer. I encouraged the Tech Fund to operate on a more independent basis, as it should be. It seems that in previous year(s?) the President of MISC had a strong role in running the Tech Fund and getting things purchased. The Faculty administrators often look to the MISC President for information and requests – this will take a while to change such that the Tech Fund members are addressed directly rather than through the MISC President. Hopefully helped by their newly acquired email account.
- The Tech Fund puts most of the information up on the MISC website for convenience – they have their own Tab on the website. I also signed up the MISC for a Gmail and YouTube account in order to put up the Tech Fund's powerpoint slide as a video on our website. If the incoming council wants to get creative they could make more videos for YouTube.

- I had the website reorganized so that information should be easier to find. The “About” tab has a blank page for history of the MISC and achievements that will be updated within the next week or two – the history was very difficult to gather from the documentation in the office. Will likely put up a statement that people are free to contact the MISC with information that fill in the blanks and other achievements. This should help create a sense of continuity and community from one council to the other.
- The main page of the website was changed to help direct people to information such as the minutes, events, and how to contact us after there were complaints and ‘chatter’ on Facebook about not knowing what we did and when meetings were held.
- CLA Award – last summer we were asked by the Faculty to pay for half of the travel costs of an award offered by the CLA. See the meeting minutes for details. In a nutshell, it was decided that not only should the MISC be approached prior to awarding/sending the students, but also that it wasn’t within our mandate to fund initiatives that benefit only one student rather than the general/larger portion of the entire MI body. This year Adriana emailed me ahead of time asking if we could help fund the other half of travel costs, but it must go to council first for approval. I told her that it was not likely that the MISC would support it given the reason above, but that I would bring it up.
- Mentoring – I approached the incoming mentoring program coordinators (Claire Baker and Catherine Richards) about the possibility of integrating the program into the MISC as it runs completely independent of the MISC. However this idea was never really directly turned down or considered. The program runs fine on its own, however I often receive inquiries about assisting prospective and incoming students well before the summer and while I ask the mentoring program to arrange for them to talk to a student (because I can’t do all of this myself – there just isn’t enough time), it would be easier to have them as a part of MISC for more regular correspondence. This could be something to consider for next year, although the program has already requested interest from students on taking over the coordinator(s)’s role.
- This year I tried to set a student lounge cleanup schedule and reminded each person who was scheduled to cleanup on the Sunday of his or her week. It had varying success. Some people didn’t clean up the lounge at all, others just looked in, and others did a good job. With the addition of plants this will be more difficult to manage over the summer as they must be watered each week – last summer we had one person check once in the course of the month. During the school year I usually watered the plants each Wednesday. A key can be obtained from student services to access the kitchen across the hall, but it SHOULD be open to students via card swipe sometime this summer or by fall. Adding a roll of tape and a marker on the fridge and asking people to label their food helped considerably.
- Contrary to what the outgoing President told me last April, we do not have to have a referendum each year. It was thought that one year there would be a referendum for the student fees, and the next for the Tech Fund. This is incorrect – Ulife says that unless our constitution states the need for referenda every other year, the withdrawal of fees for students will continue to happen automatically. If a motion is proposed in accordance with our constitution to consider/reconsider the fees, then a referenda can/should be held (check constitution).

- Constitution – this needs to be revised heavily to reflect the actual practices of the MISC – we made many changes in this past year but more needs to be done. Suggested changes will be passed on to the incoming President for the new council’s consideration.
- At our first meeting last year I stated that I believed that we should have food for council members at each meeting due to the investment of time and energy that they put in to running the MISC, especially given that meetings are held over dinner time. We have the budget for this and I think it should continue.
- Meetings in the summer were determined by Doodle scheduling. Meetings during the year were always held on Thursdays at 5pm – I would suggest scheduling them a bit earlier but many people work until 5ish, so it’s difficult. This is the only time that students do not have classes other than Fridays – a day that many students work.
- At the beginning of the year I emailed students a welcome email – I think this helped familiarize students, but since talking to first year students some have noted that they don’t recall the email. Most likely it was lost in the business of the year’s start. Nonetheless I think it’s a good idea to do again.
- The Weekly MISC Digest is sent on Wednesdays. This could be changed to Monday, but it’s up to the incoming President. Helpful this year was adding announcement procedures to the website and including a link at the bottom of each digest, along with info about our social networking sites and our main website. None of these existed last year.
- Meetings with the Dean (just a short list of topics covered in meetings – not exhaustive):
 - Career Officer position and awareness of it
 - Grading issues (see VP report)
 - Fall Course offerings (in the summer I conducted a survey asking students what they wanted for the fall, along with other feedback)
 - Difficulties with a course (regarding Academic Affairs position and feedback received)
 - Core Courses issues which led to the Conversations with the Dean events
 - Assignment turn-in/pick-up policy and its sudden change in January
- Difficulties in the Role:
 - There was some first year student chatter on Facebook that was very negative about the MISC and what we were doing in regards to the administration, courses, and general activities. Some of this was responded to by our VP.
 - Someone, perhaps a person participating in the Facebook conversation, created a video online about the Faculty of Information, the MISC, and the Student Tech Fund. The VP posted this on her wall and council members commented on it and tried to engage with the people who may have created the video (it was anonymous).
 - My personal opinion is that the students were disgruntled about the core courses while not taking the initiative to contact us despite weekly emails from the MISC email account and knowing many of the council members personally. We addressed some issues in the MISC meeting that directly followed these events (see the March 1st meeting minutes). The VP and I were already in the process of arranging the Conversations with the Dean events prior to the complaints arising on Facebook.
 - As a general feedback – many students will complain that the MISC is not doing enough on various issues within the Faculty, however the MISC doesn’t actually

have much power or authority to force change – rather the MISC’s relationship with the Faculty is such that we can liaise and engage in conversation to provide feedback to those who may influence change, however there’s no guarantee that we can “do” or “change” anything immediately.

- It should also be noted as a general observation in the Presidential role, that doing almost anything within the Faculty/University takes a very long time – there are several layers of bureaucracy and governance that must be followed in order to make changes or get something done. Program changes take months and ordering supplies or technology (such as the Tech Fund’s activities) through the University procurement takes months as well.
- It is very very difficult to get students involved. We have about 400 students in the MI program and most social events bring out about 10-20, with end of term/year parties bringing about 50 or so, more in April. When it comes to initiatives the MISC generally has plenty of money that it can put forward to the initiative but needs someone to organize it that is not already overloaded with MISC duties. Most students on the MISC carry a full course load, work, have practicum hours, along with regular life obligations and personal needs. It is difficult to convey to the student body that the MISC cannot do everything –it’s important then to bring in as many additional students as possible for the Faculty Council Representatives rather than having students already in a council position fill a FC Rep position as well. This provides more human resources for events (elections table, raffle tables, social, etc).

As a Representative on Faculty Executive Council

- Meetings are scheduled using a Doodle poll and usually have at least a week plus a few days notice of an upcoming meeting will be held. Sometimes last minute if an item is up for voting via emailing but someone wants to discuss in person.
- The meetings are quite small and chaired by Andrew Drummond. The Dean, registrar/head of student services, head of information services, Association Dean Academic, and some faculty members attend in addition to the council presidents (MISC, MSGSA, PhD’s council/association).
- Most items discussed this year were about amending the Faculty Council’s Constitution as required by the Provost’s office and overall governance and terminology changes across UofT. Documentation from the meetings is in the Executive binder in the MISC’s office.
- We resolved some issues with student representation that the MSGSA had last year and were confusing to me when I came in last year as well – from now on the student councils are responsible for communicating with the Faculty Council (the Chair and Dean) when there are changes to student representation on any of the committees and Faculty Council. Previously their constitution had some kind of wording that gave a starting point or ending point to the student representative terms on a certain date, whereas now the student councils manage this themselves and simply state what the changes/new representatives are as needed.

Mental Health Awareness and Fundraising Campaign

- Wayne Soon died of suicide in December of 2010 (was a first year student)

- Alice Soon is his sister and donated some items that ended up as surprise prizes after other raffle prizes were drawn
- Arranged for CAPS to come and give a talk, they arranged for reps from other dept (one forgot and later apologized, sent brochures)
- Raised about \$650 and the MISC pledged to match up to \$500. Items were donated by Faculty and Staff members, ACA student group, etc, MISC donated iSchool Merch
- Funds were donated to The Jack Project – U of T’s reps for the project are also the director of CAPS or involved in CAPS’ and health services’ outreach programming
- Ruffled prizes, accepted direct donations, had a change jar in the Inforum
- Discussion about how to talk about his death – terminology (“died by suicide”)
- Discussion on whether the focus should be on mental health, dealing with grad school, dealing with other stressors, etc
- Intended to get information from other organizations but ran out of time/resources
- When to have it? Students likely won’t take advantage of it at the beginning of the year because they don’t see the need and are too busy – early Winter before courses get assignment heavy seems best.

Webmaster – Written by the President, Victoria Baranow, as the position was vacant at the end of the council year

- President insisted on everyone updating their blurb and sent reminders every Sunday to outstanding council members until complete in order to ensure that students could learn more about the council members and what they do. (Photograph was optional.)
- President wrote up most of the positions’ ‘job descriptions’ as they were vacant in the summer. Whoever had the positions in the summer wrote theirs and the President requested that everyone review them at the academic year-end to ensure that they were accurate and complete.
- President went through as many pages as possible to ensure that the website was relevant and up-to-date, webmaster did the actual updates.
- Changed all “Masters” or “Master’s” to “Master” where we had “Master of Information Student Council” – it was in various forms across the website. Just wanted to be consistent.
- Updated the event calendar – not sure if people use it but President would refer students to it when asking about events – not everyone uses Facebook.
- Initial Treasurer (early summer, eventually resigned due to job offer) suggested that we get Google Analytics but the web master was uncomfortable with this. The President didn’t push the issue but would very highly suggest signing up for Google Analytics with the MISC’s gmail account (recently created in order to have a YouTube account) and implementing that as soon as possible.
- There were some glitches with the website – we removed a ‘calendar’ preview from the right side as it’s easier to navigate in full size by clicking on the Events tab, and moved the search bar to the bottom. We thought that the text would then extend to the right to fill up the white space, but it wouldn’t. The web master tried to fix it and there were some major technical issues that were never figured out/resolved, so we left as is. There should be padding around the logo on each page as well, but there were some other technical issues with this as well.

- President asked the Web Master to change around some of the tabs so that the newly created “About” tab would include information on the activities of the MISC – some of the tabs will be updated by the President prior to leaving the position, such as history and achievements.
- Some other technical issues – something happened randomly such that the website went down for a few days. The President will forward info about this to the incoming web master. The permanent solution will be to move the website to the Faculty’s virtual server, handled by the IT/Info services department at the Faculty.
- There were serious issues with the web master and his behaviour at the end of term. This is discussed in the Special Governing Council Meeting minutes.

Vice President’s Report

The VP position is unique because it has no regular projects. My only regular duty was to attend GSU and Faculty Council meetings. Hypothetically, I was a member of the Academic Appeals Committee—however, (presumably) no one made any appeals so this committee never met this year.

GSU meetings are scheduled to last 3h, however there was not a single GSU meeting this year that lasted less than 3.5h. The longest meeting lasted for 4.5h. Whether this time issue is resolved next year will depend on the appointed chair. So make sure you leave your entire evening free, don’t expect to get out after three hours.

The new GSU executive can be reached at their email addresses, found on the GSU website (<http://www.gsu.utoronto.ca/>). Your liaison will primarily be the Academic and Funding Commissioner, Divisions 1 and 2. Additionally, the Civics and Environment Commissioner is a good person to reach for any advocacy issues (this year: LAC campaign, Robarts stacks policy). Attending your first GSU meeting will probably be disorienting, but you’ll get the hang of who everyone is after the first few meetings.

I believe we only had two Faculty Council meetings this year, although they are meant to occur more frequently. You shouldn’t be intimidated to speak at these events if you have something important to say. FC meetings are under 2h.

In addition to these regular events, I participated in a number of one-time projects for the student council. This past year, I drafted a document requesting clarification of T.A. grading policies & practice; I advanced the issue of closed student services policy; and I advocated for the “Conversation with the Dean” meetings concerning reconstruction of the core courses. Using minutes from these meetings I constructed a report: see “Conversations with the Dean Report” at this address: <http://missc.ischool.utoronto.ca/minutes>. The VP is more informed about 1st year concerns than the rest of the executive and should therefore promote action on issues affecting 1st year students (i.e. core courses).

I also participated in new student life initiatives, including the mental health iTea and, more recently, conversation with the Energy and Resource Management Fund to *green* student space in Bissell. Following the PhD student lead, I asked our facilities liaison to investigate the U of T

Energy and Resource Management Fund. We met with Associate Dean Susan Brown a few weeks ago to discuss new green initiatives in the student lounge and throughout Bissell. I won't go into detail on this, as I expect Amy Weir (MISC-MSGSA Liaison) will cover this topic in her report.

I participated in the National Day of Action, an event organized by the GSU (and the Canadian Federation of Students) to demand increased funding for post-secondary education. I've been promoting the LAC campaign; you can see the letter on our website: <http://missc.ischool.utoronto.ca/newsofinterest>. This CAUT campaign was brought to my attention by the GSU Civics and Environment Commissioner.

I've also attended a few meetings with the Vice-Provost, Students, Jill Matus. Her office sends out invites to these events to the MISC President, and the meetings include students from other councils also. I think the purpose of these meetings is generally to field any major program/student life concerns. Additionally, I attended a meeting on Access Copyright fees; Jill Matus was deciding how to distribute the new fees to students.

I think that's about it. You will be called up to help in minor ways in the various portfolios; i.e. staffing the merchandise table at noon, volunteering at PD events, etc. The VP doesn't have a lot in their portfolio; it is incumbent upon them to take initiative in new projects.

Good luck!

Report for incoming **Secretary**

Main Duties

Your main duties as secretary involve attending every MISC meeting and taking notes so that the minutes of each meeting can be accurately represented on our website to the entire student body. Minutes are due to be submitted to the web master (I cc the president, as well) **within 7 days** of the meeting. Typically, I ask the president (but it could be anyone who was at the meeting) to look over the minutes to see if I have missed anything. Because a lot happens at each meeting, this is a helpful way of making sure you get all the details. Very occasionally, someone asks to say something "off the record" at a MISC meeting, which means that you don't record it. When some students found that out this year, they were upset. In reality, things that are said "off record" are of a personal nature and do not reflect material that are relevant to the meeting minutes. However, because there's been a bit of controversy about this, I try to make sure the meeting minutes are as complete as accurate as possible and present a complete narrative. We've also added a disclaimer to the website to say that meeting minutes are not an exact transcript of meetings.

Lounge Bookings

The Secretary is responsible for booking the student lounge. We accept bookings for student groups, professional development activities, etc. and then students are notified of these bookings through the weekly email. Victoria and I coordinated this by sharing a Google calendar, which

allowed me to enter the bookings as I received them and then she could look them up as she was writing the weekly emails.

Elections

As secretary, you act as Chief Returning Officer (CRO) to coordinate the elections. This involves liaising with the webmaster and iSchool staff to advertise on our website and around the school, providing the president with emails to send to students regarding the opening and closing of elections, collecting nominations from students, booking the Bissell lobby for voting purposes, organizing the staffing of the elections table, counting the votes, and informing participants of the results.

For the fall elections, you'll want to start planning in advance of the school year. It is difficult for students to be faced with the possibility of an election immediately upon arriving at the school, but the constitution states that we must have the elections within the first month of the fall term. Because of this, you'll want to start advertising the elections right off the bat. Some of the things we did this year involved: (1) Advertising the elections at the incoming students' assembly; (2) Handing out position descriptions at the fall barbecue; (3) Making sure the advertisements went up on the iSchool screens / boards immediately upon students starting classes. You might also want to consider speaking to first year classes (1001 or 1003 are good choices since most students will be present). The nominations period **must** be open for two weeks, so you'll need to start collecting nominations almost immediately. You have the option of holding an All Candidates Forum, which we opted not to do because we felt that students might feel pressured by this and not participate. The choice, however, is up to you.

The spring elections are held in the final month of the spring term. People are usually overwhelmed. In the spring term we advertised the elections quite heavily on the Facebook page, in addition to the screens in Bissell and via email, but since only 100 or so students receive our Facebook updates this can't be the only means of advertising.

You can also conduct electronic voting, which we didn't do this year. Previous councils have tried it and found it to be ineffective (lower participation rates, I think) but you might choose to supplement in-person voting with electronic voting. As long as the voting period doesn't exceed five days, you can implement whatever combination you want.

A few contact people who will be useful to you:

Glen Menzies (glen.menzies@utoronto.ca)

You can book the Bissell lobby through Glen, and he'll make sure that no two groups are scheduled to use the lobby at the same time. Book the Bissell lobby for voting days during the elections, etc.

Kathleen O'Brien (kathleen.obrien@utoronto.ca)

Contact Kathleen O'Brien regarding advertising on the iSchool screens on the 2nd and 4th floors of Bissell. You'll need to send her a jpeg of 848 x 480 pixels. I just created the ads in PowerPoint and resized them in MS Paint, but it's up to you how you want to do this.

COMMITTEE REPORTS

Social Committee (2011-2012)

Main duties

The Social Committee is comprised of two second year student Co-Chairs. As a committee, it welcomes members at large for ideas and input.

The Social Committee is responsible for planning and executing a number of social activities to give students at the Faculty of Information a chance to meet up, network and get to know each other throughout the school year. The events planned by the Social Committee include monthly pub nights, gatherings on and off campus and events for special occasions such as the winter break and the end of the school year. The biggest projects for the Social Committee are the Meet and Greet during the summer and the Orientation Week BBQ. Each Co-Chair is allotted one vote at MISC meetings.

2011-2012 Events

July

Meet & Greet with incoming students (followed by pub night)

This event was carried out in collaboration with the faculty (namely, Adriana Rossini). Social ended up taking care of the food, finding stickers for name tags, and helping with the set-up. For food we provided veggies, pita, and dip. The MMSt students were also part of the event, and we shared the food expense with them (the cost reflected the number of their students who attended).

For the pub night directly following the M&G, we went to the Bedford Academy. We had booked the second floor, but when we arrived they had us out on the patio (it was sweltering). However, after a quick discussion with the manager they prepared the second floor for us and the pub night proceeded as planned.

September

Orientation Week Events (main events are the BBQ and pub night)

Like the previous year's council, we chose the BBQ Gourmet to cater the "Welcome BBQ." We chose to go with their fajita option. We didn't have any major issues with the arrival of students (as they had the previous year) having printed out the list of names of those who had RSVP'd, and making arrangements for MMSt students.

The event was set up on the lawn behind Bissell. There was no alternative location in case of bad weather – the BBQ people had canopies to cover the food, and we expected people to go inside to eat if the weather was bad. We also held a raffle at this time. This was a well-attended event and there were only a few no-shows.

We had requested the GSU's orientation bags, intending to add pencils, erasers, and tissues left over from the previous year's orientation, but the bags were never delivered.

The Pub Night was held at Shoeless Joe's during the first week of school. The layout of this venue was alright, but not amenable to mingling. About 50 people attended.

Potluck

This event was held at lunchtime in the student lounge. It was intended to serve as an alternative to a pub night, something that would appeal to more mature students and students who may be uncomfortable with alcohol. We had about 10 people show up to this event overall.

October

Games night

Having purchased \$50 worth of new board games, and snacks, this was a fun, well-attended event held in the student lounge.

November

Food Drive & Degrassi screening @ Robarts Media Commons

Collaborating with our MMSSt Student Council counterpart, we tried to raise awareness about the Inforum's holiday food drive. This culminated in a screening of episodes of the original Degrassi. About 15 people came. While we didn't hold another event at the media commons, it is an excellent space for movie screenings so we would recommend it. You cannot have food or drink in the space, though.

December

MISC Holiday Party @ Gabby's

The private room for Gabby's was not wheelchair accessible, so we booked the large room at the end of the bar because it was accessible. More people came than expected and the space, while nice, was a bit cramped. People spilled into the bar area. Following this event we received requests for less "sporty" venues.

January

Pub Night @ Fox & the Fiddle

We held this event the second week after returning to school, following the Wayne Soon Memorial iTea. Because the Fox & Fiddle is quite large, we didn't need to book the space. Only about 12 people came to this event.

Craft Afternoon & Cupcakes

We held this event in the student lounge, unfortunately, at the same time as ROCM. Only 3 people besides us participated. We had purchased knitting needles, crochet hooks, yarn, felt, scissors, glitter glue and other craft supplies.

February

Karaoke @ XO Karaoke

This space accommodated about 20 people. We were worried that it wouldn't be enough space but we risked it and it was a success.

March

AGO

Because the AGO has free entry on Wednesday evenings, we planned an event to coordinate with this. We met students in the lobby of Bissell and walked over to the AGO together.

Games Night

The popularity of our last games night led us to hold another one in the student lounge. This was interrupted by an emergency student council meeting.
Final Event: Pub Night

Contacts

Glen Menzies/iSchool's facility coordinator: glen.menzies@utoronto.ca → make sure you are using green tape when you're putting up any posters, especially if you're putting anything up in the student lounge

Brad McBrien/BBQ Gourmet: mail@thegourmetgroup.com

Kathleen O'Brien/ Communications & Development Officer/ Kathleen.obrien@utoronto.ca → you need to contact Kathleen about upcoming events so she can add it to the iSchool event calendar. We can post ads on the TV in the lobby of Bissell and you need to email the finished ad to Kathleen so she can upload it. TV ads need to be 848x480 pixels.

Background information on major decisions, events – as well as decisions and why the decision was made

Orientation Week BBQ

During the Welcome BBQ we had collaborated with the Museum Studies Student Council president beforehand to work out a system so the new MMSt students wouldn't be excluded from the BBQ like they had the year before (the year before MMSt students had RSVP'd yes and shown up to the BBQ only to be told it was only for MI students and they couldn't participate). The separation of MMSt and MI students is due to our funding — MISC gets money from MI student fees, but the MMSt council doesn't. It isn't fair for MISC to spend MI student money on other students.

This past September, we had incoming MMSt students RSVP to Gillian, their student council president. We had found out the average cost per student and Gillian informed the MMSt students that they were welcome to come to the BBQ but they would have to pay \$10. Once the students had paid, they received a ticket that they would give to us at the BBQ site.

Karaoke

Having received a number of requests for a karaoke night, we searched for a venue that was relatively close to Bissell, had private rooms we could book, and was wheelchair accessible. Unfortunately, we couldn't find a location with private rooms that was accessible.

Things that went wrong or could have been done better – alternative suggestions

- Start planning events early. At least let people know what date to keep free while you're finalizing details.
- Start advertising events early and in different venues (Facebook, posters, twitter, email)
- Be aware of day and time of large core classes. We made the mistake of planning one of our events during ROCM – very few people showed up and some first year students believed we had planned this purposefully so they couldn't come. Purely bad timing on our part.

Things that went well and should be repeated

- Games Nights – we ended up having two of these because they were quite popular.
- Holding events at different times and on different days

- Creating electronic advertisements for the TV in the Bissell lobby and the Inforum lobby

Things that have been tried

- Karaoke – this was a fun event but we were unable to find an accessible venue.
- Collaboration with the MMSt student council: we worked with our counterpart on the MMSt council in raising awareness for the Inforum’s food drive in December 2011. This culminated in a screening of classic Degrassi episodes in Robarts Media Commons. The only MMSt student who came was the social committee person who we planned the event with.
- Bedford Academy – pros: wheelchair accessible, can rent room (good size and shape), good food, good location; cons: expensive – you have to guarantee them \$1500 so you hope that people will spend a lot because MISC pays the difference.
- Clubs & Associations luncheon: this was run by PD and is traditionally catered by the social committee. This year, however, PD organized the entire event.

Tips for the Incoming Co-Chairs:

You must ensure venues are wheelchair accessible. Also, make sure that venues that say they are wheelchair accessible also have accessible bathrooms. Unfortunately, it is difficult to find accessible venues that also allow you to book private space in Toronto.

Try to find venues close to our building – this is useful for commuting students, and those who are unfamiliar with the city (people will be more likely to come if they have an idea of where they are going).

Academic Affairs Chair Final Report

Melissa Bell

April 2012

Before the start of each semester, I prepared the class rep sheets for each MI class that was being offered that semester at the Faculty (sample attached). In order to do this, I simply looked at the course schedule in order to get the relevant information for each course. Once I had made forms for each of the courses, I gave the files (on a USB key) to the MISC president, who printed all of them and brought them to the Student Services office so that the staff there could place them in the instructors’ mailbox. Each instructor then had a class rep form for the first day of their class. During the first class they would pick a class representative, who would then fill out the form with their personal information and return the form to the MISC mailbox. I then collected all of the filled out class rep forms from the MISC mailbox (I had to check continuously for the first few weeks of class, as they came in slowly), and created a spreadsheet containing the contact information for each class rep.

Once I had the contact information for all class reps, I emailed everyone to introduce myself, and explain my role as Academic Affairs Chair and their role as class representative. In my initial email, I tried to emphasize that our goal was to really keep the lines of communication open, and I encouraged them to email me with any problems they might have throughout the term. I also asked them to each email their classmates in the class for which they were the rep, introduce themselves, and explain that anyone in the class could come to them with any course-related

issues.

Another thing that I did once I had collected all the class rep information was email a list of the class reps and the courses for which they were representatives to the webmaster, so that s/he could put the list on the MISC website. The list included the class rep's name and not their email address, and the website also had information about how to email someone in your class using blackboard.

About halfway through the semester, I emailed all the class reps again to check in and ask them if they had any issues in their courses.

At the end of the semester, I emailed all the class reps to ask them for their end of term reports, which were short summaries explaining how the class went overall. Some students emailed their reports right away, but I did have to keep emailing some reps many times until I finally got most of the reports. The reports then went up on the MISC website so that students could read about various courses when making their course selection decisions.

I had a number of class reps email me with various course-related issues over the semester. Most issues were minor and quickly resolved. In one case, I met with a class rep and the MISC president over a more serious course issue, and all three of us then met with the Seamus Ross and Heather McNeil in order to apprise them of the issue.

Electing an Academic Affairs Representative

Towards the beginning of every term, each class will elect an Academic Affairs Representative. The duties of the Academic Affairs Representative are:

1. To communicate class concerns/comments with the instructor and the Academic Affairs Committee Chair.
2. To email class members at various points in the term to check in and communicate about any class issues
3. To submit a brief end of term statement of how the course went.
4. To make occasional announcements of general interest to the class.

After an Academic Affairs Representative is chosen, the newly elected Representative should fill in the following form and return it to the Master of Information Student Council mailbox in Student Services (Bissell 211), as soon as possible. Thank you.

Course

Course Number INF2141 Section __ Term Fall 2011

Course Title Children's Cultural Texts and Artifacts

Instructor

Name Sara Grimes

Signature _____

Email _____

Class Representative

Name _____

Signature _____

E-mail address _____

Professional Development Committee - Year End Report, 2011/2012

Overview of 2011/12

This was an exciting year for the PD committee, as we were able to work alongside the newly appointed Careers Officer, and share resources, event duties, and increase the number and variety of organizations for the Employer Showcase. Listed below are the main duties of the PD Committee, as well as highlights from the year, and recommendations for the future.

Main duties/events for PD co-chairs

Summer:

Beginning in May, the 2nd year PD co-chair is responsible for creating a budget proposal for the upcoming school year. Please refer to the past proposals as a guideline for the costs associated with running the events (i.e. – catering, stationary, gifts for speakers).

Normally, we order from Innis Café (inniscafe@msn.com) for events. Request an updated menu to help formulate a budget for catering costs. However, this year, we used Aramark, and they have good selection as well.

Over the summer, the 2nd year co-chair will plan for the Clubs & Associations Open House, which takes place sometime in September. Please refer to this site - <http://misc.ischool.utoronto.ca/node/799> - for a list of the potential attendees. It is best to start contacting people end of July/August, once a date has been set, to see who is interested in attending, and who the new student reps are for the current year. In 2011, twelve clubs/associations (including MISC) attended. This event is lightly catered.

Other fall events that can be planned for in the summer are the resume workshop, and the iTea Student Summer Job Experience. Please check with the Life and Times people, as last year, they were in charge of this event, but previously it was PD and Social Committee sharing some duties.

When booking rooms, refer to this site for room availability in Bissell:

<http://www3.fis.utoronto.ca/webevent/webevent.pl>

Then contact the Inforum to book. Most events are held in either room 728, or the student lounge (contact the MISC secretary to book the lounge).

Meet with Isidora to co-ordinate the events she may be planning for the year to see how the PD committee can add to, or avoid repeating, the same events.

Set a tentative date for the Employer Showcase (usually 2nd Friday in January), and book the Inforum, let Kathleen O'Brien know, so it goes on the iSchool events calendar

Review the PD website (<http://misc.ischool.utoronto.ca/professionaldevelopment>) to see if there is any information out-of-date, or that needs to be archived under 'Past Events'.

Fall:

Begin advertising for business cards, which is an ongoing 'event'. Make sure the website is up-to-date with the information you would like posted, and a PDF for the business card form is available for download.

Christine Chan is the person who receives and places the orders for business cards. Contact her to see what is most convenient for her in terms of placing orders (i.e. – sending names via email, printed forms, etc). She does not deal with the money, so keep a detailed log of the orders, who has paid, and when they have received the cards.

Planning the Employer Showcase (ES) begins in November, with advertising to employers/organizations. Meet with Isidora to see what contacts she may have, and refer to past lists of former participants.

Update the website for the registration form, so employers can register online (more details regarding the ES found in the PD Manual).

In late November, December, advertise the ES to students. Create posters/flyers, signage on TV, details in MISC Digest with link to PD website listing the confirmed attendees. Continue to update as needed.

In mid-late December, arrange a meeting with Inforum staff (Kathleen was contact last year, but this may change), Glen, and Tony to plan the set-up and logistics for the event.

Winter:

Continue to advertise for the business cards throughout the rest of the term.

Begin planning Interview workshop. The past two years (2010/11 and 2011/12), York librarians have been willing to do this workshop. It could probably last 1 ½ hours over the lunch hour, as there are always a number of questions, so plan accordingly. This event is lightly catered.

To advertise for any event, do the following:

- Place blurb in MISC Digest by 6pm on Monday the week you want the ad in
- Contact Kathleen O'Brien for the info to appear in the iSchool events email and on the website calendar. She is also in charge of putting the info on the TV screens in the Bissell Building. The slide needs to be 848 x 480 pixels and in pdf or jpeg format.
- Let the webmaster know of the events, so they can add it to the MISC calendar, and PD website
- Create a Facebook page/event for the upcoming events, as well as have the information posted on the MISC Facebook page

Highlights of 2011/12

1. This year, the PD committee was fortunate to have some guidance and support from the Careers Officer, especially when planning of the Employer Showcase. The 6th Annual Employer Showcase had 23 employers/organizations attend, as opposed to 20 from the previous year, along with some organizations attending for the first time. There was more of a focus on getting special libraries and information organizations that would appeal to all MI streams.
2. The other main events (Clubs & Associations Open House, Resume Workshop, and Interview Do's and Don'ts) were all well-attended. The time for the events was a main factor, so make sure to check with the class schedule to see when most students are on campus, and plan for lunch hours events (from 12-1 or 1:30). The Clubs & Associations Open House was planned before the first pub night, so discuss with the Social Committee to set this date. This will ensure a large number of students can come out.
3. The business card service was run on an ongoing basis for the first time this year. This required more work to administer, however it was worth it so students had an option to order business cards whenever they wanted, rather than twice a year.

Recommendations

1. For the incoming PD committee co-chairs, it is recommended that they continue to build contacts with a variety of information organizations, and let them know about the Employer Showcase. By either attending the events with guest speaker panels, or getting the speakers' contacts from organizers, the committee can increase the number of potential employers attending the event in the years that follow, while also catering to the variety of interests the MI students have regarding future career paths.
2. When running the business card service, it is best if one of the co-chairs is the key contact for receiving and placing orders. From Sept.-Dec., the 2nd year co-chair can take responsibility, and from Jan.-April, the 1st year co-char can be in charge. It is important to keep a detailed log/record of all the orders, when the money was received, and when money was handed to Treasurer. Meet with the incoming Treasurer to discuss the most efficient way of organizing the transfer of payments and writing cheques for Student Services.
3. At the beginning of September, it might be useful to create a student survey, asking them what PD events they are interested in, ideas they might have, and what days of the week, times of day work best with their schedule. A survey was conducted only for the Employer Showcase to gauge students' interests; however a survey regarding other PD events could help in future planning of events, or considering new events.
4. The resume critique usually run by the PD committee in the past is now run by the Careers Officer, so there is room in the event plans for one more potential PD event. Last year, Ulla deStricker was interested in doing another workshop, either a repeat of the resumes workshop from September, or another PD talk. Discuss with Isidora, as well as

the SLA Toronto Student Group, in the summer, to ensure there is no overlap of organizing another event, or perhaps plan the event as a team with different sessions.

5. Finally, when having an event catered, always call to confirm the order a couple days before, and then the day of to ensure the order is being prepared. Over the past two years, with two different catering companies, the food showed up late (despite calling the day before). It doesn't hurt to remind them.

Best of luck to the 2012/2013 PD Committee!

**Master of Information Student Council
Merchandise Committee, Final Report for 2011-2012
Chair: Coralee Leroux coralee.leroux@mail.utoronto.ca**

Duties

In the Student Council constitution the role of Merchandise Committee Chair is described as follows: "The Merchandise Committee shall: Be responsible for the coordination and selling of merchandise approved by the Governing Council for the purpose of raising funds in support of Council activities".

The main duties include:

- selecting and ordering merchandise that promotes MISC and the iSchool
- advertising and promoting the merchandise
- providing scheduled times for students, faculty, staff, and other members of the iSchool community to purchase merchandise
- selecting items for the pre-order sale, and coordinating the orders and pickup of pre-order sale items
- attending Faculty of Information events where it is appropriate and profitable to sell merchandise

Contacts

Vendors

Wendy Wright, President
WRIGHT>WARE
Tel: 416 421 5533
Fax: 416 421 9337
wwright@wright-ware.com

Wright>Ware has been the primary vendor for all MISC merchandise for the last few years. She is a graduate of the Faculty of Information and is also an approved U of T Non-Retail (NR) Licensees authorized to produce promotional merchandise for the University of Toronto.

People Power Press

buttonguy@peoplepowerpress.org
<http://PeoplePowerPress.org>

MISC ordered a button-maker and button-making pieces from People Power Press this year. As they are located in Toronto, they are much cheaper than other companies as no duties are required and shipping costs are very low. Orders can be made via their website. The chair or another MISC member will have to pay using their personal credit card and then be reimbursed by the council as all orders must be pre-paid.

Promotion

Kathleen O'Brien, Communications and Development Officer
kathleen.obrien@utoronto.ca

Kathleen is responsible for the iSchool's main Facebook page and Twitter account, as well as the iSchool E-Newsletter, the iSchool Alumni E-Newsletter, and the advertising television screens throughout Bissell. She is very helpful in getting information out to the entire faculty. If you have any new updates or merchandise events to promote, Kathleen should be contacted.

Jacqueline Whyte Appleby, Social Media for Faculty of Information Alumni Association (FIAA)
jacqueline.whyteappleby@gmail.com

Jacqueline tweets and posts messages on the FIAA Facebook page regarding issue of importance for iSchool alumni. Former students are often interested in purchasing MISC merchandise, so it is a good idea to promote the items through the FIAA.

Building & IT

Gabriel Moga, Systems Administrator
support.ischool@utoronto.ca

In order to gain access to the X drive (where the MISC files are located) someone on the council will need to contact Gabriel, who can set this up. The X drive will then be accessible to you from any of the iSchool computers by logging with your UTorID and password.

Glen Menzies, Facilities Coordination
glen.menzies@utoronto.ca

The Bissell lobby can be booked for merchandise sales by contacting Glen. If you are going to set up the merchandise table at the same time and day throughout the semester, just let Glen now and he will reserve those days for you.

Events

Kathleen O'Brien, Communications and Development Officer
kathleen.obrien@utoronto.ca

For FIAA events, Kathleen is usually the person to contact regarding setting up a table. You can also work with the FIAA council representative to determine what events are appropriate for you to attend and sale merchandise at.

Kathleen Scheaffer, Life & Times Committee
kathleen.scheaffer@utoronto.ca

You can contact Kathleen about selling merchandise at the iTeas, which are organized by the Life & Times Committee. You can also work with the Life & Times Committee student council representative.

Other

Christine Chan, Reception & Student Services Assistant
christinegrace.chan@utoronto.ca

It is a good idea to introduce yourself to Christine and provide her with your email address. Christine will let you know if any items have arrived for you, and was also very helpful this year in accepting pre-order sales payment outside of the order table times.

Administration

The Merchandise Committee Chair is responsible for tracking sales, inventory, and merchandise that is given away for gifts or promotion. During the 2011-2012 year, spreadsheets were maintained in the Merchandise folder on the X drive. In previous years, these numbers have been tracked via paper, leading to some information being lost or located in several places. I would recommend maintaining the digital files, as determining total sales and inventory at any time is much easier using this method.

To gain access, to the X drive, please contact Gabriel Moga (see Contacts section).

Although there is spreadsheet tracking the current inventory, it would be wise to count all merchandise items to ensure that the spreadsheet is accurate and you have exact totals before beginning the 2012-2013 year.

All other Merchandise files are located on the X drive, or in two binders. The blue binder contains Merchandise information from previous years, while the green binder contains files from the 2011-2012 year. These are both located in the top drawer of the filing cabinet opposite the door.

Merchandise Ordering

With the exception of the pre-sale items, generally all merchandise items are selected and order during the summer. As the 2011-2012 Merchandise Chair did not run for the position until the Fall elections, the ordering was handled by interim merchandise committee members (Victoria Baranow, MISC President, & Amy Weir, MISC-MSGAS Liason).

During the summer the following items were ordered from Wright>Ware:

- shot glasses
- tote bags
- stickies
- pencils
- t-shirts (unisex & women's)

In addition there were a number of items left over from the previous year including travel mugs, coffee mugs, notebooks, pens, USB keys, water bottles, and window decals. For more information see the Merchandise Committee Budget Proposal for 2011-2012 and Purchase Orders in the 2011-2012 Merchandise binder.

Later in the year, the Merchandise Committee chair re-ordered ceramic coffee mugs and notebooks from Wright>Ware, as these were popular items and stock was running low. The other purchase was a button-maker and button making pieces to buttons with slogans related to the iSchool and the MI program. These were purchased from People Power Press

A request was made by a council member for a tablecloth printed with the Faculty of Information logo, which would be used at events such as the Employer Showcase. It was decided to use the remaining Merchandise budget to purchase the button-maker instead. The new council make wish to look into purchasing the tablecloth.

Ordering Procedures

There is a wide selection of merchandise catalogues in the third-drawer of the filing cabinet against the far wall. These are primarily from Wright>Ware, but other vendors can be approached when selecting merchandise items.

Any items that will be printed with the Faculty of Information logo must be ordered through an approved U of T Non-Retail (NR) Licensees authorized to produce promotional merchandise for the University of Toronto. As Wendy at Wright>Ware is approved and we have a strong working relationship with her, it might be easiest to continue to order via Wright>Ware.

Once you have an idea of the items you would like to order, you should request a formal quote from the vendor outlining the items and the number you are interested in ordering. Remember, the higher the number of items ordered, the lower the price per item will be. The quotes will allow you to create a budget proposal for the treasurer, which will then have to be approved by council. For more information see the Merchandise Committee Budget Proposal for 2011-2012.

Once orders have been placed with the vendor, you will receive a purchase order and an artwork approval form. You will have to fill these in to formalize the order. The vendor will then contact the University of Toronto Trademark Office initiate the Design Approval Process. Both Kathleen and the Merchandise Chair will also need to sign the design approval form and forward it to the representative at the Trademarks Office (trademarks@utoronto.ca).

The merchandise will then be shipped to the Bissell building. You should advise the vendor to send it your attention at the iSchool, indicating room 211 as the drop-off location. This way the package can be accepted on your behalf by Student Services.

After the order is delivered, you will receive an invoice for the amount, and you will have to arrange for the Treasurer to send a cheque to the supplier.

Sales Procedures

This year a table was set up in the Bissell lobby for an hour each week in order to sell merchandise. It is best to schedule the merchandise sales time during a time when there are no classes going on. In the Fall, the table was set up from 12-1pm on Mondays, and in the Winter, it was set up during the same time on Wednesdays. In order to book the Bissell lobby, you will need to contact Glen Menzies (see the Contacts section).

In addition, the merchandise table was set up at every iTea. These took place on Wednesdays at 3pm. You should check with Kathleen Scheaffer or the Life & Times council representative before setting up at these events (see Contacts section).

Finally, it was advertised that students could contact the council to set up another time that would be convenient for them.

There is a cash box in the MISC office that is used primarily for merchandise sales. You will need to coordinate with the MISC treasurer on the amount of the float, getting change and small bills, etc. You should also let the treasurer know the total sales each week.

In addition, sales should be tracked in the Sales spreadsheet available on the X drive. A receipt book is also used to record each sale. In the case where the customer did not want their receipt both the customer and vendor copies were left in the book. Button sales were not recorded in the receipt book; instead a tally was kept each week and then the total number sold for the week was entered in the sales spreadsheet.

Sales Results

Total Merchandise Sales for 2011-2012: \$4328.40

Budget: \$5500

Spent: ? (have to get total from Sara)

We did run a deficit this year. This was primarily due to the small number of merchandise items that were left over at the end of the 2010-2011 year. In order to make up for this, quite a few new items were purchased and popular items were replenished. This should set up next year's council to make a profit as they already have a large inventory of items.

Button sales were very successful. We sold 341 buttons. We have received requests to ship them across Canada and overseas. We have also had requests for some bulk orders of 100 or more

from professional associations. These are still on hold as the associations wait for budget approval. I will pass along more detailed information on these requests so that you can follow up on them.

Sales Opportunities

I would suggest trying to take advantage of any events, faculty, and staff who may need gift items for speakers. This year we were able to do several large sales with Isidora Petrovic, Careers Officer, and also made significant sales with Kathleen O'Brien in Student Services and Wendy Newman.

In addition, the annual Student Conference bought together gift bags for all attendees and purchased a large number of pens from MISC. They also purchased items from MISC for a door prize. It would be worth contacting the conference co-chairs to see if they would be interested in doing something similar for the 2013 conference.

Policies

This year several informal policies were instituted regarding merchandise. These were agreed upon by the Merchandise Chair and the Executive. They were not formally voted on by the council, and therefore can be changed next year to suit the needs of the new council and merchandise committee.

First, a set of procedures were drafted outlining the process for selling merchandise. This included who on council could make merchandise sales. The document is available on the X drive in the Procedures folder.

Additionally, a Student Groups and Associations Discount was implemented, allowing for a 25% discount for merchandise purchases made by any iSchool student groups or association. The iSchool Student Conference and the ACA student group both took advantage of this discount.

As well, members of the council were provided an at-cost discount on MISC t-shirt purchases. This was intended to encourage council members to purchase a t-shirt, which could then be worn at events initiated by the council.

Promotion

There are several outlets for advertising the merchandise and the times merchandise will be available for sale.

This year ads were run on the iSchool's television screens in the lobby and on the fourth floor. Copies of the ads are available in the X drive. To submit an ad for the television screens, send the ad in jpeg format at 848 x 480 px to Kathleen O'Brien (see Contacts section).

Photos and information about sales were made available on the MISC website, and photos were also posted on the MISC office door and in the display cabinet in the student lounge. Please note

that in the past, merchandise items were displayed in the cabinet. However, last year these items were stolen, so it is not recommended to place items in the case. There is only one key to the display cabinet and it is usually held by the merchandise chair.

Updates regarding pre-order sales, merchandise sales times, etc. were sent out via the MISC Weekly Digest, the MISC Facebook page, and MISC Twitter account, and posters were placed around the Bissell building. Please Promotion in the Contacts section for other places where merchandise can be advertised.

Events

Merchandise was sold at the following events:

Spring Convocation: This was very lucrative. You should contact Kathleen O'Brien regarding setting up a table during the convocation reception in June.

iTeas: The success of sales varied greatly depending on the content of the iTea and the time of year.

Fall Convocation: Sales were very poor. Unfortunately we were given a table that was not inside the reception and therefore not many people stopped to look at the merchandise.

Student Conference: The merchandise table was set up during scheduled breaks. Sales did quite well.

Pre-Order Sale

A survey was sent out via the MISC newsletter and the MISC Facebook page regarding possible items for the pre-order sale. These included business card holders, beer steins, and hoodies. The survey showed that students were most interested in hoodies.

In the past low cost pullover hoodies had been ordered. It was decided that higher quality zip-up hoodies might be more popular. We also investigated the cost of having the logo embroidered on the hoodies, but the cost was too high. The final decision was to order American Apparel zip-up hoodies with the round Faculty of Information logo on the front. These were sold for \$45 each, which allowed for a small profit.

These usually take place in the Winter semester. I would suggest holding sales for at least two weeks and provide lots of opportunity for students to place orders. Samples of the pre-order item should be made available for students to examine. Check with Christine Chan at Student Services as she might be willing to accept orders on your behalf when the table is not set up.

Suggestions

Because of the popularity of the buttons and the number of requests we received from people outside of Toronto, it might be worth investigating creating an Etsy account or some other online account that would allow people to purchase buttons or other merchandise items online using a credit card.

Additionally, although the Faculty of Information logo items are popular, especially as gifts for speakers, the overwhelming response to the buttons suggests that it might be smart to investigate more “fun” items with slogans relating to the iSchool and the MI program.

REPRESENTATIVE REPORTS

Life and Times Committee Representative

Description of the Committee:

The Life and Times Committee for the Faculty of Information organizes various events (such as end of term celebrations), discusses space and communication issues within the Faculty of Information, and plans and carries out the iTeas for the academic year, which all members of the Faculty of Information may attend. The Committee is composed of faculty and staff alike, as well as a student representative from the MISC.

An iTea is an event that occurs every Wednesday at 4:00pm at the iSchool (typically in room 728) and last for an hour or two; they are always complete with complementary tea and cookies. The topics covered by the iTeas are varied and the iTea formats also vary from panel discussions, to lectures, to social gatherings. During the Life and Times Committee meetings, iTea are planned out for the semesters – among other topical issues – where issues, hosts, and guests/speakers are arranged.

Main Duties of the Representative:

As Life and Times Committee Representative, you must:

- Attend and contribute to all MISC meetings where you are allotted one vote
- Attend Life and Times Committee meetings to voice opinions and assist the committee on behalf of the MI student body
- Suggest ideas for iTeas and other events within the Faculty
- Host and/or arrange iTeas as needed
 - Come up with and contact potential presenters
 - Write up posters for the upcoming iTea (include who, what, when, where, and any other pertinent information)
 - Email Kathleen O'Brien 2 weeks prior to the iTea with poster details and a list of necessary equipment for the event (microphone, etc.)
 - Email Tony Lemmens to help with computer set-up right before the iTea, if necessary (to allow for Powerpoint presentations, etc.)
 - Help set up the room (preparing hot water for the tea, arranging the tables & chairs, putting out milk & cookies, etc.)
 - Introduce presenters and facilitate the iTea in question

Event Suggestions:

- Summer Employment Panel → a 2nd year student from each path in the iSchool describes relevant summer work experience s/he had and responds to 1st year questions
- Encourage student groups at the iSchool (Librarians Without Borders, Children and Youth Advocacy, Special Library Association, etc.) to host iTeas to discuss their contributions to the iSchool and the information community at large
- Mental Health Awareness → bring in speakers from Health and Wellness at the University of Toronto

Contact Information:

Name	Position	Email
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Laura Chadwick	2011-2012 MISC Rep	laura.chadwick@mail.utoronto.ca
Kathleen Scheaffer	Former Chair*	kathleen.scheaffer@utoronto.ca
Kathleen O'Brien	Member	kathleen.obrien@utoronto.ca
Alfredo Gonzalez	Member**	alfredo.gonzalez@utoronto.ca
Tony Lemmens	iSchool IT Support	support.ischool@utoronto.ca

* At the 2012 Committee Meeting, Kathleen Scheaffer officially resigned as Chair of the Committee – as of yet, no replacement has been found

**Alfredo Gonzalez often helps with the set-up of iTeas and related events as well

Graduate Student Union (GSU) Representative

Master of Information Student Council – 2011-12 End of Year Report

<http://www.utgsu.ca/>

Duties

- Attend monthly meetings
- Forward a weekly GSU Digest email to MI student body
- Collect mail from Student Services and put up posters for GSU related events around Bissell
- Report relevant discussions from GSU meeting to MISC at the monthly meeting
- Collect Head Grant Cheques*

Attend Monthly Meetings

- **At least one GSU representative has to attend each meeting or we risk losing our Head Grant**
- Meetings typically last 2-3 hours
- All representatives are able to vote on and speak to motions and proceedings in council
- Throughout the year, you will receive emails from the GSU that should not be forwarded to members (these will be clearly marked with ***PLEASE DO NOT FORWARD TO MEMBERS***)
 - These will contain information related to upcoming and past meetings (i.e. agendas, special policies or points of discussion, roll call sheets etc.)

Forwarding GSU Digest email

- One representative will be responsible for sending the weekly GSU Digest email
 - MI Student Listserv will be provided by the MISC President/IT services
- GSU Digest is sent once a week and should be forwarded to members
 - Will be noted with ***FORWARD TO MEMBERS***
- Occasionally, a student may reply and ask a question
 - If the query is simple and you can answer it, feel free to do so
 - If the query is complex, you can forward or advise them to forward their request to one of the following email addresses:
 - Health & Dental Insurance - health@utgsu.ca
 - General Inquiry - info@utgsu.ca

Collecting Mail and putting up Posters

- Mail from the GSU will be found in the MIST mailbox, located in Student Services and will be labelled with your name in a large envelope
 - It will include posters, flyers, and notices for GSU events or initiatives
 - Post around Bissell building (near elevators and in the student lounge)
 - There will also be documents related to the past or upcoming GSU meetings that do not need to be posted, but can be shared with MISC if relevant
- The mail should be checked at least once a week

Report at MISC Meeting

- Provide a report to MISC of the *relevant* issues that were decided or discussed at the GSU meeting
- As there are three GSU representatives, it can be decided amongst the representatives how the reporting duties will be shared

Collect Head Grant Cheque*

- The GSU issues Head Grant cheques twice a year to graduate programs
 - These are generally issued in October and March
- You will be notified when and where to pick up the cheque by the GSU by email
 - Their office is 16 Bancroft Ave.
- Coordinate with the President and/or Treasurer about how you will give them this cheque

Summary of the Past Year:**

- **Due to classes, I was only able to attend the GSU meetings beginning in January
- **GSU Executive Structure**
 - The executive changed their structure this year, from
 - *Academic Commissioner; Civics and Environment Commissioner; External Commissioner; Internal and Finance Commissioner; University Affairs Commissioner; 4 Executives-At-Large*
 - To
 - **Internal; External; Academic and Funding Division 1 & 2; Academic and Funding Division 3 & 4; Civics; Finance and UG; 2 Executives-At-Large**
- **GSU Elections**
 - **GSU executive elections were held in March**
 - **Unofficial results have been posted, however at the time this report was written, the GSU Executive was not finalized pending final investigations**
 - **It was decided by the Chief Returning Officer (CRO) for these elections that only students in Divisions 1 & 2 could vote for their representative and the same for Division 3 & 4; as these are new positions, there was no precedent**
 - **It was discussed heavily at the last meeting that this was a poor decision as all students should be able to vote for everyone representing them as the Academic and Funding Division Reps, while they represent their divisions, they also have a general vote on council that affects all students**
 - **Motions were put forth to discount the elect results or to have a re-election, but they were not passed**

- **There are election committees working on both validating the results and discussing the option of online voting in the future meeting at this time**
- **Potential TA Strike**
 - The past year almost saw a TA strike, although an agreement was ultimately reached
 - This did not affect most of us directly, aside from the classes where we have TAs, but there was much ongoing discussion in the meetings as the majority of students in the GSU are TAs or instructors

2ND YEAR TECH FUND REPRESENTATIVE EXIT REPORT CREATED BY STEPHANIE QUAIL, 2011-2012 TECH FUND REPRESENTATIVE

CONSTITUTIONAL RESPONSIBILITIES

The Tech Fund 2nd year representative is responsible for working collaboratively with a committee of MI and MMSt students, as well as IT advisors and faculty advisors to create a variety of technology and facilities purchasing proposals. Each student representative in the Tech Fund will take on a specific role, as defined by the [Constitution](#) and [Tech Fund bylaw](#).

During the school year, I held the role of the Finance Liaison for the Tech Fund. This included tracking purchases that the Tech Fund made and being able to report on them to student council. However, since I had the most experience with the Tech Fund, I also ended up being responsible for scheduling, chairing, and creating the agenda for the Tech Fund meetings. Technically the Chairperson is responsible for the above duties; however, the Tech Fund did not follow the strict guidelines set out by the constitution. Instead, each student contributed to the best of their strengths and abilities.

BACKGROUND ON MAJOR TECH FUND ISSUES/PROBLEMS

During the school year, the 2011/2012 Tech Fund committee redefined the role of the Tech Fund at the iSchool. Previous Tech Fund committees did not create major proposals and attempt to use all of the money generated by the Tech Fund.

Ultimately, students contribute a set amount of money from their student fees automatically to the Tech Fund. In 2011/2012, full-time equivalent (FTE) students contributed \$100. This accounted to approximately \$50,000 being deposited into the Tech Fund's account at the beginning of the academic year.

The Tech Fund is mandated to spend at least 90% of the fund by the end of March. However, previous Tech Funds had not maintained this goal. Therefore, when I took over the Tech Fund, we had \$140,994 in the Tech Fund. While this presented the Tech Fund with a lot of money to create purchasing proposals, this was also an unfortunate carry forward of student money. The Tech Fund decided to try and spend as much money as possible, so that students would actually be able to see their money being put to good use instead of just sitting in a fund that does not even collect interest.

TECH FUND ACTIVITIES IN 2011/2012

While the Tech Fund attempted to spend the entirety of the fund (which equaled \$200,000 once the student fees from 2011/2012 were added), we unfortunately did not succeed. We encountered a number of roadblocks throughout the year. However, the roadblocks seemed to occur because the Tech Fund was actively redefining its role in the iSchool and we were not given any advice from the previous Tech Fund members.

Please review the following chart to see the major purchases that the Tech Fund made during the 2011/2012 school year:

Major Purchases	Description and How to Access
Microsoft IT Academy License	<ul style="list-style-type: none"> This product gives students access to self-paced learning modules that allow students to gain Microsoft Certification for software such as MS Excel, Project, SharePoint, and SQL server. The Tech Fund will be sending out an email by March 15, 2012 to advertise this product to students. Students can email us back, asking for access to training for up to 3 products. The Tech Fund will send them the lessons and activation key.
38 Windows stations (Dell Optiplex 790 workstations, 8 GB RAM, i7 processors, 22" LCD monitors, Quiet keyboards)	<ul style="list-style-type: none"> These computers will be located in the Inforum and Room 417. They will hopefully be installed by the end of March 2012. While they were purchased in January 2012, there was a delay in processing the order due to the university's policies and procedures.
6 Intel iMacs (21.5" monitors, i7 processors, 8 GB RAM) <ul style="list-style-type: none"> 2 of the iMacs will be set up as multimedia stations with 2 Epson flatbed scanners. 	<ul style="list-style-type: none"> These computers will be located in the Inforum. They will hopefully be installed by the end of March 2012. While they were purchased in January 2012, there was a delay in processing the order due to the university's policies and procedures.
Software for the new Room 417 and Inforum computers: <ul style="list-style-type: none"> Windows 7 for PCs OS X Lion MS Office 2010 – Windows and Mac) Macs – iLife included with purchase (iPhoto, iMovie, iDVD, GarageBand) & iWorks (Pages, Numbers, Keynote) 25 floating licenses for Adobe 	<ul style="list-style-type: none"> Once the new computers are installed, students will be able to access all of this software. However, we are always looking for more software suggestions. Please let us know if you have anything in mind that would help you pursue your academic goals. RE: Floating licenses. A floating license means that students will be able to access the Adobe CS3 suite on any of the iSchool's networked computers. We will have a total of 25 licenses. We anticipate that this will be sufficient for the

CS3 Design Premium (includes Acrobat Pro, Photoshop, InDesign, Illustrator, Bridge, Dreamweaver, Fireworks, and Flash) <ul style="list-style-type: none"> Open source software such as Open Office will be available on the new computers as well. 	needs of students at the iSchool. If students find they are unable to access the Adobe CS3 suite consistently we will purchase more. Please contact the Tech Fund if you notice this happens.
Quiet Keyboards	<ul style="list-style-type: none"> Have been installed in Room 224/225.
2 Samsung 46" Skype-enabled LED Displays for Inforum Group Study Rooms	<ul style="list-style-type: none"> Have been installed and are currently in room 416 and 415 in the Inforum.
20 licenses for OmniGraffle Pro (OS X Version of Visio)	<ul style="list-style-type: none"> Students are able to access this software through the Inforum.
3 iPad 2's / 1 RIM Playbook	<ul style="list-style-type: none"> Students can borrow this equipment through the Inforum.
30 Wireless Mice for netbooks	<ul style="list-style-type: none"> The wireless mice can be booked through the Inforum.
Data Projector	<ul style="list-style-type: none"> This purchase was intended for MMSt students interested in creating projected exhibits. The projector can be booked through the Inforum by both MI and MMSt students.
4 Sony Voice Recorders	<ul style="list-style-type: none"> Students can borrow this equipment through the Inforum.
1 toaster oven and 1 kettle	<ul style="list-style-type: none"> Students can access these kitchen appliances in the student lounge.
7 frames for the student lounge	<ul style="list-style-type: none"> The Tech Fund will be holding a photo contest in September 2012 and will frame chosen artwork in the frames.
2 DSLR cameras	<ul style="list-style-type: none"> Students can borrow the cameras from the Inforum.
6 plants	<ul style="list-style-type: none"> The plants can be found in the student lounge.

ROOM 417/INFORUM PROPOSAL

Our major project for the year was the purchasing of computers for Room 417 and the Inforum and new software. Because this proposal was estimated to cost \$70,000, it took a long time to develop. I initially created a proposal with Ivan Sestak, the Tech Fund's IT adviser. While I was waiting for the other Tech Fund council members to be appointed/elected, I presented this proposal to the MISC council in October 2011. The council approved the proposal and the MMSt council also approved it when their representatives presented the proposal. However, when the Tech Fund had their first meeting in late October 2011, new Tech Fund representatives had many issues with the proposal and wanted a lot of questions clarified. Therefore, the proposal was reworked and presented during the November Tech Fund meeting. We had a student consultant come to the meeting and give his opinions and the proposal and more discussion ensued. Then during the December 2011 meeting, we finalized the proposal and passed it.

Due to issues with the quote from Dell and other vendors, we were unable to submit the proposal to the University of Toronto's Procurement Office until January 19, 2012. The invoice sat in the Procurement Office for over a month. All major University of Toronto purchases must go through the Procurement Office. We did not realize that this step was required. This was extremely unfortunate and meant that we were unable to actually purchase the computers until March 2012. However, the new computers have arrived and they will set-up during the break between the Winter term and the Summer term.

The major lessons learned from this fiasco were:

- Create Tech Fund proposals in the summer before the school year. This was difficult to accomplish, since I was the only Tech Fund rep in the summer and to make an effective purchasing proposal, it is imperative to get feedback from other representatives. However, future Tech Fund reps can get around this by soliciting feedback from other council members, not just Tech Fund members.
- Try to finalize the proposal after 1 or 2 Tech Fund meetings. Email votes can suffice and it is not necessary to wait for the physical in-person meetings.
- Include the Procurement Office wait time in your project plan. Assume that it will take a long time for the Procurement Office to go over your proposal. Therefore, do not make assumptions about the arrival of specific purchases.

THE TECH FUND'S ANNUAL REPORT

In order to be more aware of student needs, the Tech Fund established a Tech Fund survey this year. We used SurveyMonkey to create and distribute the survey and purchased a one month membership so that we could analyze more than 100 results. The password information for SurveyMonkey is included in the password appendix.

We then analyzed the results and created a thorough report detailing the Tech Fund's purchases and upcoming initiatives. Students seemed to appreciate the report.

I recommend doing this report on an annual basis. While we gathered our data and compiled the report in January and February, it would be better if incoming reps created the survey and report in September and October. This would allow for better planning. The Tech Fund report has been appended to this document.

TECH FUND EMAIL

In order to better communicate with students, the Tech Fund requested that they be given their own personal UTORmail account. We were success in this initiative. The Tech Fund now has access to their own email, as well as the MI and MMSst listserv. The password information and the listserv information is included in the appendix.

RECENT TECH FUND PURCHASES AND UPCOMING INITIATIVES

The Tech Fund recently made the following purchases:

- 1) LibGuides Software for all iSchool students
 - This software will be promoted by the Tech Fund via email.
 - Students will be able to sign up individually for their accounts and create private LibGuides that they can show to potential employers or use for the Intro to Reference Course
- 2) Podcasting Equipment
 - We purchased two Yeti microphones by [Blue Mic](#) so that students will be able to start creating podcasts
 - Unfortunately, these products are on back order and weren't shipped until April 4, 2012.
 - However, students will be able to start using the mics in the summer
- 3) HTML and CSS workshops
 - The Tech Fund will be holding HTML and CSS Bootcamp workshops. These workshops will be taught by the organization, [Ladies Learning Code](#).
 - They will be held on May 5 and May 12, 2012 from 10am-2pm.
 - We will be recording and screen capturing the sessions and making them available to current students (includes students who have completed their course requirements as of April 2012).
 - Since it is expensive to hire external instructors (the cost of the workshop series is \$2,825), we are going to develop a roster of students this summer who will be able to teach technology workshops on web development, Adobe products, and databases. We will reimburse student instructors for their time (approximately \$150-\$200 per workshop).
 - We will arrange for external instructors if we are unable to get students to teach workshops.
- 4) Replacing out-of-warranty workstations
 - While the Tech Fund purchased computers to replace the out-of-warranty workstations in Room 417 and the Inforum, we still need to work on Room 224/225 and Room 116. This will be part of our summer plan.
- 5) Replacing the workstation furniture and chairs in the Inforum.
 - We will be developing a proposal to replace the furniture this summer. The current furniture is in really poor condition and requires immediate replacement.
 - While the iSchool is currently go through some space planning changes and may be purchasing new furniture, we have decided to not purchase furniture with the school as they take too long to develop and implement their project plans.

DEVELOPING A STRATEGIC PLAN WITH THE iSCHOOL'S IT DEPARTMENT

This summer the incoming Tech Fund members (Emily Porta and David Jorjani – we do not know who the MMSSt 2nd year rep is at this point) will be developing a strategic plan for the Tech Fund. Ivan Sestak and I will work with them, as there is a lot of work that needs to be accomplished. Since I will no longer be part of MISC, I will not have any voting powers; instead, I will mainly focus on advising and ensuring that the work load is not too burdensome.

The strategic plan will include the following:

- 1) Better alignment with IT and Faculty Goals.
 - This will include being better informed about the technology needs of faculty and ensuring that the Tech Fund is given the appropriate amount of time to purchase software and hardware that supports instructional and course learning objectives.
 - We will also be working on proposals to replace the out-of-warranty computers that exist in the other computer labs throughout the building (224/225, 116).

- 2) A promotional strategy for the Tech Fund.
 - This will include developing specific strategies that help raise awareness of the Tech Fund. For example, we had a Tech Fund logo developed this year and we are looking into getting stickers to put on specific pieces of equipment purchased by the Tech Fund, such as the borrowable equipment.

- 3) Better communication with students.
 - We have already begun to improve communications by creating a survey and developing a report for students. However, we want to improve this and get more student feedback.

(Tech Fund) APPENDIX

CONTACTS

Name	Contact Information	Importance to Tech Fund
Ivan Sestak	ivan.sestak@utoronto.ca	<ul style="list-style-type: none"> • Ivan is our IT adviser. He is extremely helpful and full of great ideas for the Tech Fund. He typically attends Tech Fund meetings and will arrange for the purchasing of items.
Tony Lemmens	tony.lemmens@utoronto.ca support.ischool@utoronto.ca	<ul style="list-style-type: none"> • Tony is also part of the IT department. • If you need to arrange for specific equipment to be in a room for a workshop, you need to contact Tony via the support.ischool email address. • Tony is very helpful and replies

		promptly to requests through the support.ischool email.
Glen Menzies	glen.menzies@utoronto.ca	<ul style="list-style-type: none"> Glen is the facilities manager at the iSchool. If you need to arrange for items to be moved or hung up on the walls (i.e. clocks) in the iSchool, he is the person you need to speak with.
Susan Brown	susan.brown@utoronto.ca	<ul style="list-style-type: none"> Susan is the Financial advisor for the Tech Fund. She does not go to Tech Fund meetings and is located in the Student Services department on the 2nd floor of Bissell. She okays the Tech Fund's purchases and makes sure the appropriate departments get reimbursed. She does not reply to emails quickly (i.e. 1 month delay)
Alfredo Gonzalez	alfredo.gonzalez@utoronto.ca	<ul style="list-style-type: none"> Alfredo is the Financial Assistant at the iSchool. His office is in student services. If you made a purchase for the Tech Fund using your own money, you must submit a requisition form to Student Services. Make sure it is given to Alfredo so that you are reimbursed.
Rhonda McEwan	rhonda.mcewen@utoronto.ca	<ul style="list-style-type: none"> Rhonda is the Tech Fund's faculty advisor. However, she is unable to attend Tech Fund meetings due to her responsibilities at the UTM campus. We are looking into getting a new faculty adviser this summer.
The Inforum	help.ischool@utoronto.ca	<ul style="list-style-type: none"> If you need to book any rooms for meetings or events, you need to send an email to help.ischool. This is the only way to book a room.
Kathleen Schaeffer	kathleen.schaeffer@utoronto.ca	<ul style="list-style-type: none"> Kathleen is the Inforum's public services librarian. She sets up the Inforum's instructional workshop

		<p>series. She is a helpful person to contact regarding workshops.</p> <ul style="list-style-type: none"> • She also sends out a weekly email about activities at the iSchool. Make sure to email her your event information 2-3 weeks ahead of your event.
Kathleen O'Brien	kathleen.obrien@utoronto.ca	<ul style="list-style-type: none"> • Kathleen is the communications officer at the iSchool. She is responsible for sending out a weekly email about events and for putting up event information on the screen displays on the 2nd and 4th floors of Bissell. Send her your event information 2-3 weeks ahead of your event.

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PLEASE CONTACT [RYAN SHEPPARD](#)

The MISC and MSGSA's First Annual 2011/2012 Tech Fund Report

The Tech Fund: Who we are and what we do

The Tech Fund is a student-centered initiative at the iSchool that focuses on supporting the information, communication, and technology needs of the Master of Information (MI) and Master of Museum Studies (MMSt) students at the iSchool. During the 2011/2012 school year, full-time equivalent (FTE) students in the MI and MMSt programs contributed \$100 to the fund, while the Provost's office contributed \$50 for every FTE enrolled in the faculty.

The Tech Fund committee members have used the fund in the past to purchase new hardware and software for the faculty, fund workshops to promote the development of professional skills, and supply the funds for facilities and lounge improvements.

Ultimately, the Tech Fund is dedicated to improving the student experience at the iSchool. While this report will not only discuss the findings of our recent Tech Fund survey, it will also highlight past and current initiatives we have undertaken to foster and enhance the learning and research services for MI and MMSt students.

Your Tech Fund Reps

In 2011, the MMSt students began contributing to the Tech Fund; therefore, the MMSt students now elect two representatives to sit on the Tech Fund. The MI students continue to elect three

representatives to the Tech Fund. All of the student members are given one vote, while the committee's faculty and Information Technology Services members fulfill an advisory role.

Your student representatives for the 2011/2012 academic year are:

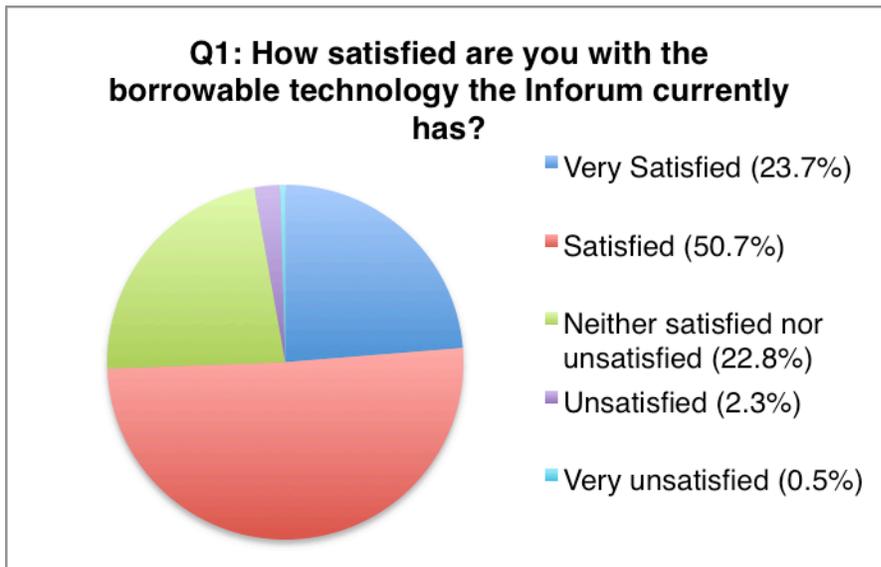
- 2 second-year MI students (Claudio Munoz & Stephanie Quail)
 - claudio.munoz@utoronto.ca
 - stephanie.quail@utoronto.ca
- 1 second-year MMSSt student (Rebecca Michaels)
 - rebecca.michaels@utoronto.ca
- 1 first-year MI student (Emily Porta)
 - em.porta@utoronto.ca
- 1 first-year MMSSt student (Jennie Fiddes)
 - jennie.fiddes@utoronto.ca
- This year we also have a first-year MI student acting as a non-voting information technology consultant (David Jorjani)
 - jorjani@cs.toronto.edu

Students can also contact the Tech Fund by sending an email to our new account: techfund.ischool@utoronto.ca

The Tech Fund Survey

On February 1, 2012, the Tech Fund held an iTea to raise awareness of Tech Fund purchases and to gather student feedback; however, as not all students are able to attend the iTeas, we also distributed an electronic survey to help us develop a better understanding of student needs. Currently, there are 433 MI students and 76 MMSSt students enrolled at the iSchool. The survey had a participation rate of approximately 39%, as 199 students at the iSchool completed the survey. The following report will summarize the findings of this survey, while also highlighting past and current Tech Fund initiatives.

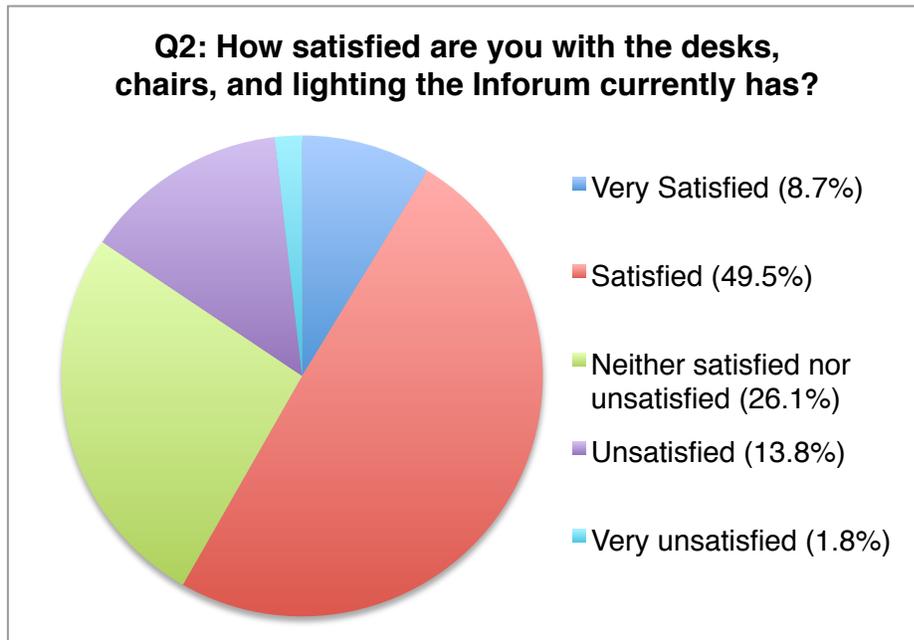
Findings: Question 1



Question 1 asked students to rate their satisfaction with the borrowable technology available at the Inforum. Overall, the satisfaction rate of students was fairly high; however, the open-ended response section of **Question 1** gave the Tech Fund a variety of ideas for improving the borrowable technology in the Inforum:

Student Ideas	The Tech Fund's Response
Current Solutions from the Tech Fund	
Scanners	<ul style="list-style-type: none"> We purchased new flat bed scanners in January 2012 - they will be installed by the end of March 2012.
USB mice	<ul style="list-style-type: none"> We purchased 30 USB mice in May 2011 - they can be borrowed from the Inforum.
Issues that require further discussion	
Purchase MS OneNote	<ul style="list-style-type: none"> We are always happy to purchase software that supports student activities. We will discuss site licensing for OneNote at our next meeting and keep students posted.
French keyboards	<ul style="list-style-type: none"> Current idea: purchase French keyboards that can be borrowed at the Inforum. We will report back to students.
Longer borrowing periods for equipment & overnight laptop rentals	<ul style="list-style-type: none"> We will discuss this with the Inforum and report back to students.
Open source software for laptops and netbooks	<ul style="list-style-type: none"> We already have some open source software such as Open Office on the laptops and netbooks. Please email additional suggestions to the Tech Fund.
Consistent hardware/software updates and maintenance	<ul style="list-style-type: none"> Hardware/software updates are performed 3 times a year. We will work with the Inforum to create a better maintenance policy.
Projects that will be completed before or by September 2012	
Better video camera equipment	<ul style="list-style-type: none"> To be purchased by September 2012 – if you have specific suggestions such as brands or models, email a Tech Fund rep.
Kindle Fire/New Kobos	<ul style="list-style-type: none"> To be purchased by September 2012.
More Mac power cords	<ul style="list-style-type: none"> To be purchased ASAP.
More tablets and different types of tablet brands	<ul style="list-style-type: none"> To be purchased by September 2012 - if you have specific suggestions, email a Tech Fund rep
New MacBooks, PC laptops, and netbooks	<ul style="list-style-type: none"> To be purchased by September 2012.

Question 2

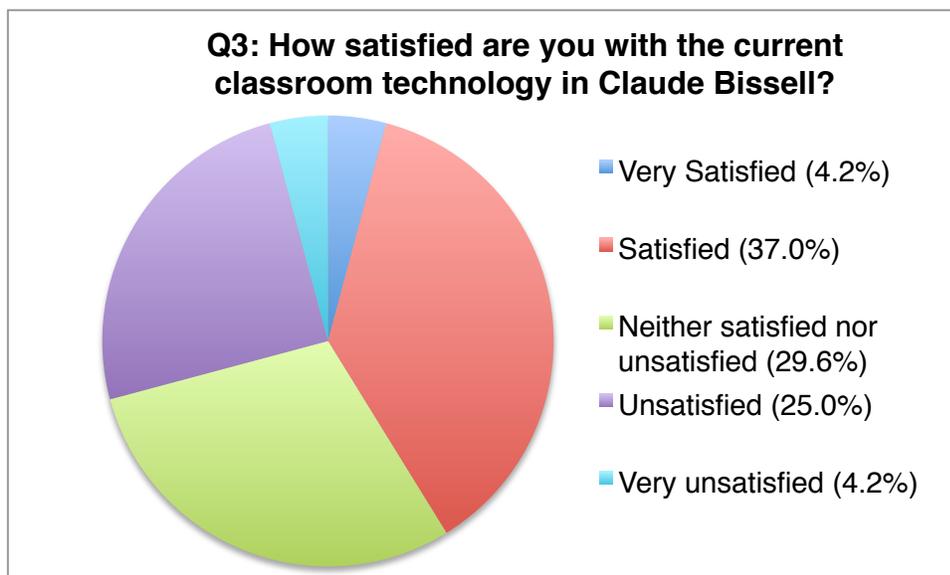


Question 2 asked students to rate their satisfaction with the desks, chairs, and lighting in the Inforum. Once again, a majority of students were somewhat satisfied with the Inforum's furniture and lighting. However, the open-ended response section indicated a number of areas for improvement:

Student Ideas	The Tech Fund's Response
Issues that require further discussion	
More plants	<ul style="list-style-type: none"> There are some plants in the Inforum currently. We will consult with the Inforum and ask if they have room for additional plants.
Projects that will be completed before or by September 2012	
Foot stools	<ul style="list-style-type: none"> To be purchased by or before September 2012
More comfortable reading nook chairs	<ul style="list-style-type: none"> To be purchased by or before September 2012
Replace computer desks and chairs, as well as keyboard trays	<ul style="list-style-type: none"> We are putting together a proposal and hope to have them by September 2012 – if you have suggestions, email a Tech Fund rep.
Projects outside of the Tech Fund's jurisdiction	
More electrical outlets	<ul style="list-style-type: none"> This matter is outside of the Tech Fund's jurisdiction. We will bring this to the attention of the administration on behalf of students.
More quiet study space	<ul style="list-style-type: none"> This matter is outside of the Tech Fund's jurisdiction. The Faculty is putting together new a space proposal for

	the iSchool and more quiet study space should be addressed in this proposal.
Replace burnt-out light bulbs in desk lamps	<ul style="list-style-type: none"> This matter is outside of the Tech Fund's jurisdiction; however, we will speak to the Inforum about this and report back to students.
Sound proof group study rooms	<ul style="list-style-type: none"> This matter is outside of the Tech Fund's jurisdiction. However, more insulation is supposed to be added to Room 415 and 416 in the summer. If you want to book a quieter study space, check out Room 310. Book here!

Question 3



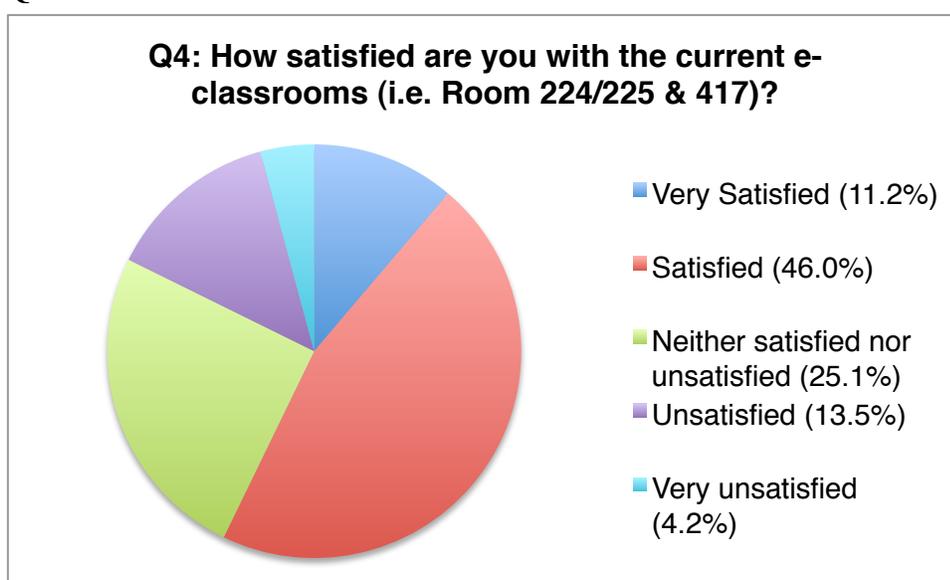
Question 3 asked students to rate their satisfaction with the current classroom technology at the iSchool. The results showed that student satisfaction was not as high in this question. The open-ended response section provided the Tech Fund with great ideas for future improvements:

Student Ideas	The Tech Fund's Response
Current Solutions from the Tech Fund	
Computers in the Inforum are slow	<ul style="list-style-type: none"> The Tech Fund purchased new computers for the Inforum and Room 417 on January 12, 2012. The shipment has been in UofT's procurement facility for over a month and hopefully they will be installed by the end of March 2012. We will be getting 38 new Windows workstations (which will have Windows 7) and 6 new iMac workstations.
Lower the computer monitors in Room 224/225	<ul style="list-style-type: none"> We purchased new brackets so the computer towers can be mounted underneath the desks. This will help address the height issue of the monitors. They should be installed

	by September 2012.
Issues that require further discussion	
Room 224/225 needs a better sound system	<ul style="list-style-type: none"> We purchased a better quality microphone for the room in February 2012, but we will look into purchasing a better sound system as well and report back to students.
Smart boards instead of projectors	<ul style="list-style-type: none"> We will discuss the viability of purchasing smart boards instead of projectors and report back to students. Smart boards are quite expensive and the current Smart boards installed within the Faculty have not been used extensively.
There are too many icons on the computer desktops, which slows them down	<ul style="list-style-type: none"> We have discussed different short cut options with our IT advisor. Currently, faculty members request that specific software be displayed on the computer desktops. We will discuss additional solutions and report back to students.
Computers in Room 116 are slow	<ul style="list-style-type: none"> We will be looking into purchasing new computers for Room 116 during the summer and we will report back to students.
Projects that will be completed before or by September 2012	
All classrooms should have clocks and they should have the correct time	<ul style="list-style-type: none"> We will purchase more clocks and have them installed and set properly by September 2012.
Better access to specialized software, i.e. Visio, SPSS	<ul style="list-style-type: none"> The Tech Fund purchased Visio Pro, which will be installed on the new computers. We also purchased copies of OmniGraffle for Mac users. The iSchool currently has 5 licenses of SPSS and we will be purchasing 8 more licenses in September 2012. If students have any specific suggestions, please email the Tech Fund.
New white boards	<ul style="list-style-type: none"> We will replace the old white boards in the study rooms in the Inforum and hopefully have them installed by September 2012.
Projects outside of the Tech Fund's jurisdiction	
Classroom projectors are old and need to be replaced (Room 205 and 313/319 specifically)	<ul style="list-style-type: none"> Unfortunately, we are unable to replace the projectors in Room 205 and 313/319. The Faculty of Information does not own these rooms. The Office of Space Management (OSM) owns these rooms. Please check here to see what other rooms the OSM owns in Bissell.
Create dedicated seminar rooms, instead of split electronic classrooms/seminar rooms (i.e. 224/225)	<ul style="list-style-type: none"> This project is out of the Tech Fund's jurisdiction; however, we will bring student concerns to the administration and report back to students.
Inconsistent wireless access throughout the building	<ul style="list-style-type: none"> Improving the wireless access in the building is outside of the Tech Fund's jurisdiction.

Install Dropbox on all computers	<ul style="list-style-type: none"> We discussed this with our IT adviser and due to issues with the University of Toronto network, we would not be able to install Dropbox on all of the Faculty's computers.
Not enough outlets in classrooms for laptops	<ul style="list-style-type: none"> This is outside of the Tech Fund's jurisdiction.
Room 538 is nice, but the other classrooms (i.e. 224/225, 205, 313/319) are poorly configured	<ul style="list-style-type: none"> We can discuss new furniture options and room configuration options with the administration, but this issue is also outside of the Tech Fund's jurisdiction.
Room 205 needs a better sound system	<ul style="list-style-type: none"> The Office of Space Management owns this room; therefore, we are unable to change this.

Question 4

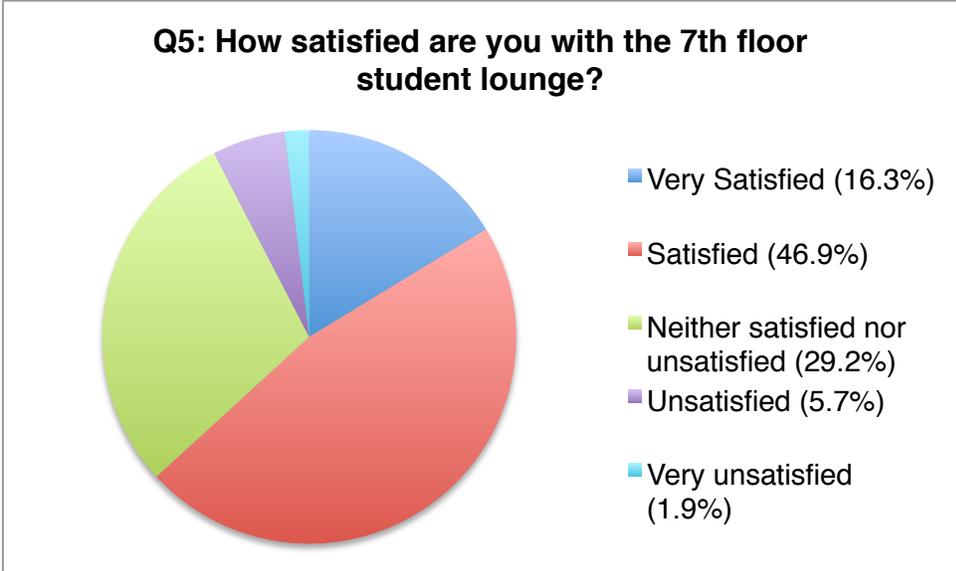


Question 4 asked students to rate their satisfaction with the electronic classrooms in the iSchool, such as Room 417 and 224/225. While students seemed mostly satisfied with the electronic classrooms, the open-ended responses provided the Tech Fund with the following feedback:

Student Ideas	The Tech Fund's Response
Current Solutions from the Tech Fund	
The monitors in 224/225 are too large and distract from classroom participation	We purchased brackets so that the towers can be mounted under the desks. This improvement should be completed by September 2012.
Issues that require further discussion	
Room 417 is too small for popular courses	We will bring this issue up with the administration and see if there is anything the Tech Fund can do and report back to students. There is currently a proposal being circulated in the Faculty that suggests moving all of the computer desks up so

	that an additional row of computers can be added to accommodate larger classes.
The Tcard reader for the printer in 224/225 does not always work	We will discuss replacing or having this Tcard reader repaired and report back to students.
Room 116 computers are slow / not enough computers in 224/225	We will be looking into purchasing new computers for Room 116 and more computers for Room 224/225 during the summer and we will report back to students.
Projects that will be completed before or by September 2012	
The acoustics in Rooms 224/225 and 116 are inadequate	We will be purchasing better microphones and will look into better sound systems for these rooms. We hope to have this completed by September 2012, but the installation process may take longer.
Projects outside of the Tech Fund's jurisdiction	
More electrical outlets	This is outside of the Tech Fund's jurisdiction.

Question 5

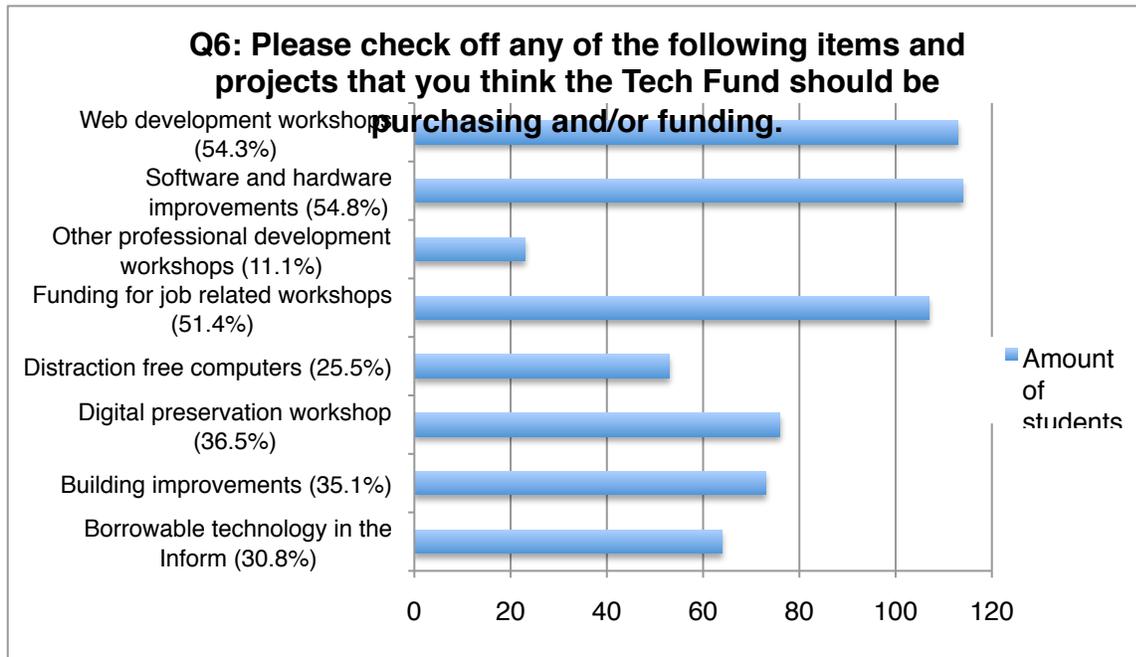


Question 5 asked students to rate their satisfaction with the 7th floor student lounge. A majority of students were satisfied with the lounge; however, the open-ended responses indicated a number of improvement areas:

Student Ideas	The Tech Fund's Response
Current Solutions from the Tech Fund	

Purchase computers and a printer	<ul style="list-style-type: none"> The Tech Fund will be moving a computer into the student lounge by the end of March 2012 and will be installing a keyboard for the Mac mini currently in the lounge. We will discuss the viability of purchasing a printer.
Issues that require further discussion	
A second microwave for busy periods	<ul style="list-style-type: none"> We will discuss this with the facilities administrator, as the room currently has circuit issues and having a second microwave would likely overpower the circuit.
An electronic device charging station (i.e. iPods, e-readers, laptops)	<ul style="list-style-type: none"> Students can currently borrow chargers for a number of devices from the Inforum; however, we will discuss the possibility of having a permanent station in the lounge and report back to students.
Fix the circuit issue in the lounge so that more than one kitchen appliance can be used at a time	<ul style="list-style-type: none"> This will require an electrical assessment of the student lounge and would probably require rewiring. This may be outside of the Tech Fund's jurisdiction; however, we will look into this and report back to students.
More couches	<ul style="list-style-type: none"> Because the lounge is a multi-purpose space, there is not a lot of room for additional couches.
Purchase a TV	<ul style="list-style-type: none"> Once we install the computer and supply the Mac mini with a keyboard, students will be able to watch movies using the Smartboard. Therefore, there is no need to purchase a TV.
Projects that will be completed before or by September 2012	
Better labeled garbage/recycling cans	<ul style="list-style-type: none"> Members of the MISC are currently working with the university's Sustainability Office to implement a green bin program for the lounge and a better recycling policy by September 2012.
Better lighting	<ul style="list-style-type: none"> We will look into purchasing more lamps. We will also be working with the Sustainability Office to replace the overhead lighting with energy efficient fixtures by September 2012.
Beautify the lounge	<ul style="list-style-type: none"> We welcome ideas for beautifying the lounge from students. If you have any specific ideas, please email the Tech Fund.
Access to a sink	<ul style="list-style-type: none"> The administration will be putting a T-card reader outside of the kitchen door next to Room 728. This will allow students to have access to a sink and a dishwasher. This should be done by September 2012.
Projects outside of the Tech Fund's jurisdiction	
Access to the balcony	<ul style="list-style-type: none"> This issue has been brought up by the MISC in the past. The council was told that we are unable to have access to the balcony for various legal and safety reasons.

Question 6



Question 6 asked students to indicate which types of student-centered initiatives the Tech Fund should support. The open-ended response section gave the Tech Fund in-depth feedback about specific initiatives students are interested in:

Student Ideas	The Tech Fund's Response
Current Solutions from the Tech Fund	
Programming and web development workshops (i.e. HTML, CSS, PHP)	<ul style="list-style-type: none"> The Tech Fund is currently hiring a web development tutor to run a series of workshops in April and May. These workshops will be video recorded and made available to current students through the iSchool website.
More Mac computers	<ul style="list-style-type: none"> The Tech Fund purchased 6 new iMacs and they will be installed at the end of March 2012. We will also be purchasing new MacBooks by September 2012.
More resume/cover letter workshops	<ul style="list-style-type: none"> The iSchool's Careers Officer, Isidora Petrovic, offers a number of resume and cover letter workshops throughout the year and the MISC and MSGSA offer specific resume and cover letter workshops for students. Also, the Tech Fund purchased a subscription to JobSpice in 2010 to allow students to build an online resume. Please click here and check out more information about JobSpice. We will look into providing additional resume/cover letter support. If you have any suggestions, please email the Tech Fund.
Issues that require further discussion	
Cloud computing workshops	<ul style="list-style-type: none"> The Inforum already offers a cloud computing workshop; however, we can develop a more in-depth workshop

	series for students. We will discuss this and report back to students.
Cloud-based iSchool website that would allow students to access their work from anywhere	<ul style="list-style-type: none"> We will discuss this idea with the administration and tech fund advisers and report back to students on the viability of implementing a cloud-based website that allows students to access their work from anywhere.
Gallery space	<ul style="list-style-type: none"> Providing MMSt with a gallery space may be outside of the jurisdiction of the Tech Fund. We will look into this issue and report back to students.
Offer the fall and winter workshops more often	<ul style="list-style-type: none"> We will discuss this issue with the Inforum and suggest that the Inforum video records their workshops and makes them available to current students via the iSchool website.
Reimbursement for poster printing	<ul style="list-style-type: none"> The Tech Fund has been discussing this issue and currently has decided not to institute a poster printing reimbursement to students. Instead, we are looking into subsidizing the poster printing costs for students. We will give students more information about this after we have discussed this with the Inforum.
Projects that will be completed before or by September 2012	
Adobe Creative Suite training (specifically Dreamweaver)	<ul style="list-style-type: none"> We will be creating more in-depth workshop series on Adobe Creative Suite for September 2012. They will also be video recorded and made available to current students via the iSchool website.
Business etiquette and writing workshops	<ul style="list-style-type: none"> We will be purchasing Association of Computing Machinery (ACM) memberships for all current iSchool students. This will give students access to a wide-variety of self-paced business etiquette and writing courses, as well as a variety of web development, design, and database courses. Also, Isidora will be holding a workshop on business etiquette on Monday April 9th. Please click here for more details.
Distraction free computers in a quiet study area	<ul style="list-style-type: none"> We are currently exploring the viability of having distraction free computers in a quiet study area. Due to the lack of quiet study space rooms in the iSchool, this may not be implemented by September 2012.
Exhibition supply kits	<ul style="list-style-type: none"> We are putting together a proposal for developing exhibition supply kits for MMSt students and hope to have them ready by September 2012. Please email the Tech Fund with specific ideas and input about what you would like in the kits.
Linux-based operating system and workshops	<ul style="list-style-type: none"> The Inforum currently has a workshop on Linux, but we are looking into creating a more in-depth workshop on Linux for September 2012. This workshop series will also be video recorded and made available on the iSchool website.
Video game consoles	<ul style="list-style-type: none"> We are hoping to purchase game consoles and mobile

and mobile devices for game research	devices by September 2012, which will be loaned out by the Inforum. If you have any specific suggestions for consoles or mobile devices, please email the Tech Fund.
Database workshops (i.e. SQL)	<ul style="list-style-type: none"> The iSchool currently has a course dedicated to Database Development (INF1343). However, we will look into providing introductory workshops about database development.

Question 7

Question 7 was an open-ended question that served to wrap-up the Tech Fund's survey by asking students for any additional feedback they had regarding the Tech Fund. Many students repeated a number of the concerns brought up in **Questions 1-6**. However, many students indicated that they would like to be better informed regarding purchases, current technology proposals, and the spending of the Tech Fund's money in **Question 7**.

The Tech Fund agrees completely with these sentiments and plans on focusing more on outreach initiatives in the future by holding a tech fund survey earlier in the academic year and providing students with updates on current proposals and purchases. We have recently acquired a Tech Fund email and hope that this additional method of communication will help us reach students more efficiently.

Tech Fund Purchases for 2011/2012

Major Purchases	Description and How to Access
Microsoft IT Academy License	<ul style="list-style-type: none"> This product gives students access to self-paced learning modules that allow students to gain Microsoft Certification for software such as MS Excel, Project, SharePoint, and SQL server. The Tech Fund will be sending out an email by March 15, 2012 to advertise this product to students. Students can email us back, asking for access to training for up to 3 products. The Tech Fund will send them the lessons and activation key.
38 Windows stations (Dell Optiplex 790 workstations, 8 GB RAM, i7 processors, 22" LCD monitors, Quiet keyboards)	<ul style="list-style-type: none"> These computers will be located in the Inforum and Room 417. They will hopefully be installed by the end of March 2012. While they were purchased in January 2012, there was a delay in processing the order due to the university's policies and procedures.
6 Intel iMacs (21.5" monitors, i7 processors, 8 GB RAM) <ul style="list-style-type: none"> 2 of the iMacs will be set up as multimedia stations with 2 Epson flatbed scanners. 	<ul style="list-style-type: none"> These computers will be located in the Inforum. They will hopefully be installed by the end of March 2012. While they were purchased in January 2012, there was a delay in processing the order due to the university's policies and procedures.

<p>Software for the new Room 417 and Inforum computers:</p> <ul style="list-style-type: none"> • Windows 7 for PCs • OS X Lion • MS Office 2010 – Windows and Mac) • Macs – iLife included with purchase (iPhoto, iMovie, iDVD, GarageBand) & iWorks (Pages, Numbers, Keynote) • 25 floating licenses for Adobe CS3 Design Premium (includes Acrobat Pro, Photoshop, InDesign, Illustrator, Bridge, Dreamweaver, Fireworks, and Flash) • Open source software such as Open Office will be available on the new computers as well. 	<ul style="list-style-type: none"> • Once the new computers are installed, students will be able to access all of this software. However, we are always looking for more software suggestions. Please let us know if you have anything in mind that would help you pursue your academic goals. • RE: Floating licenses. A floating license means that students will be able to access the Adobe CS3 suite on any of the iSchool's networked computers. We will have a total of 25 licenses. We anticipate that this will be sufficient for the needs of students at the iSchool. If students find they are unable to access the Adobe CS3 suite consistently we will purchase more. Please contact the Tech Fund if you notice this happens.
Quiet Keyboards	<ul style="list-style-type: none"> • Have been installed in Room 224/225.
2 Samsung 46" Skype-enabled LED Displays for Inforum Group Study Rooms	<ul style="list-style-type: none"> • Have been installed and are currently in room 416 and 415 in the Inforum.
20 licenses for OmniGraffle Pro (OS X Version of Visio)	<ul style="list-style-type: none"> • Students are able to access this software through the Inforum.
3 iPad 2's / 1 RIM Playbook	<ul style="list-style-type: none"> • Students can borrow this equipment through the Inforum.
30 Wireless Mice for netbooks	<ul style="list-style-type: none"> • The wireless mice can be booked through the Inforum.
Data Projector	<ul style="list-style-type: none"> • This purchase was intended for MMSt students interested in creating projected exhibits. The projector can be booked through the Inforum by both MI and MMSt students.
4 Sony Voice Recorders	<ul style="list-style-type: none"> • Students can borrow this equipment through the Inforum.
1 toaster oven and 1 kettle	<ul style="list-style-type: none"> • Students can access these kitchen appliances in the student lounge.
7 frames for the student lounge	<ul style="list-style-type: none"> • The Tech Fund will be holding a photo contest in September 2012 and will frame chosen artwork in the frames.
2 DSLR cameras	<ul style="list-style-type: none"> • Students can borrow the cameras from the Inforum.
6 plants	<ul style="list-style-type: none"> • The plants can be found in the student lounge.

Upcoming Plans

As we outlined earlier, the Tech Fund has a number of projects that we are currently working on. Our priority projects are as follows:

- 1) Purchase new chairs and desks for the Inforum's computer workstations.
- 2) Purchase new chairs for Room 417.
- 3) Purchase new computers for Room 116 and some additional workstations for Room 224/225.
- 4) Develop effective web development, graphic design, Linux, and database workshops for students and deliver them in-person and online to meet the needs of all iSchool students.
- 5) Continue to purchase self-paced learning modules that will allow students to develop additional technology skills and business etiquette skills.
- 6) Make the student lounge more compliant with sustainability initiatives. This project will be in cooperation with both the Master of Information Student Council and the Faculty of Information.

We hope to have these projects completed by September 2012. We will also continue to work on the other projects we have outlined in the above sections. If you have any questions, concerns, or would like to offer your input or expertise to any of the outlined projects, please do not hesitate to contact the Tech Fund.

Conclusion

The Tech Fund representatives would like to thank all of the iSchool students who participated in the Tech Fund survey. Your feedback was greatly appreciated. We look forward to hearing from everyone next year when we send out our follow-up survey.

MISC/MSGSA Liaison report – Amy Weir, April 2012

Main roles:

- To 'liaise' between the MISC and MSGSA student councils. This aspect of the role consisted primarily of activities involving forwarding emails/directing contact information to members of both councils as necessary.
- To represent both MISC and MSGSA councils on various faculty committees, to provide a voice for both student bodies on various issues.
- To encourage collaboration and interaction between students from both the MI and MMSt areas.

Due to underlying complications concerning the creation of the MISC/MSGSA Liaison role, this past year was a little 'rough around the edges.' Communication between the MSGSA and myself was limited.

Interaction between the MI and MMSt students at large was not well enhanced by the MISC/MSGSA Liaison position, either. The MISC social reps planned a joint BBQ for both student bodies in early September 2011. Students from both the MI and MMSt programs

attended, but little interaction occurred between both groups. Other social events were planned with both the MI and MMSt students in mind (a fundraiser/movie night in December 2011, Mental Health fundraiser/awareness event in January 2012), but very little to no MMSt students attended.

The Bissell 'Repatriation' Space Committee was formed in late 2011 to address the move of Faculty of Information PhD students and Faculty from iSouth to Bissell. The move is expected to take place in Summer 2012 after the space in Bissell currently occupied by Rotman students and affiliates is cleared. The repatriation committee required a single student representative to provide feedback, so I, as Liaison, naturally joined the committee to represent both masters student bodies. As a member of the committee I acted as a messenger between the MISC and MSGSA Presidents and the committee itself. As of April 2012, I have not received emails regarding the project in several months. In January 2012 a proposal for the rearrangement of space within Bissell was established, yet I am unaware as to the current status of the project. Susan Brown chaired the committee, and can be contacted at susan.brown@utoronto.ca

Overall, the responsibilities of the MISC/MSGSA Liaison were minimal in 2011-2012, particularly because of the difficulties in communicating with the MSGSA council. Progress toward encouraging interaction between the MI and MMSt student bodies, despite efforts, was also hindered. To address these concerns, the MSGSA President and I met in early March to discuss the future of the MISC/MSGSA Liaison position. The following points were developed to address the political/ bureaucratic issues surrounding the role, and to ensure that the role better represents all students within the MI and MMSt student bodies. The suggestions, which **should not be implemented until both councils agree upon said changes before a new MISC/MSGSA Liaison is elected** are intended improve the future of role itself, its visibility amongst students, and the potential for collaboration between the two councils. These changes should be discussed between the MISC and MSGSA and modified with executive discretion.

Firstly, these changes to **improve communication** were agreed upon:

- The MISC/MSGSA Liaison is to be included in the mailing lists for emails from both the MISC and MSGSA, which should help to keep the liaison informed of the ongoing of each council, and subsequently the student bodies.
- The Liaison will also be encouraged to attend both council meetings (or at least a portion to provide a report or to listen in on particular discussions) - which will also be encouraged by the receipt of the agenda for each meeting prior to. Such should also assist in scheduling, and provides the liaison role with an approximate level of involvement for those students who are concerned about the commitment required (hours per week dedicated to meetings, workload, etc.).

Concerning elections: the MISC/MSGSA Liaison should be elected by members of *both* the MI and MMSt student bodies to eliminate potential bias in favour the MISC council (previously the Liaison was elected by the MI student body ONLY).

- By encouraging students from both programs to run and vote for the position, visibility and knowledge of the position itself will increase - which in 2011-2012 seemed to be lacking.

- A meeting between both councils would further increase visibility, and may provide an opportunity for students from both programs to become familiar with one another, ideally promoting collaboration.
- For the sake of a formalized definition: "The MISC/MSGSA Liaison will be responsible for gaining an understanding of both student councils, and will represent the Faculty of Information student body at large under the MISC and MSGSA. The Liaison will also be responsible for arranging and chairing 1 meeting between both councils in the first semester of each academic year."

How a joint election between the MISC and MSGSA is to be carried out was not decided upon. The appropriate time for such voting was also considered -- in the spring elections, or the fall? The benefits of electing in the fall would concern the availability of the position to a first year student.

A meeting with TYLER HUNT (Facilities and Services, t.hunt@utoronto.ca) was held in early 2012.

Tyler gave some ideas as to how the Faculty of Information might improve their energy usage and sustainability efforts.

Items such as the installation of CFL lights, new faucets to enable water bottle filling stations, large brita filters/reusable cups for the student lounge, and electronics shut-down (over weekends and holidays) were suggested.

A later follow-up meeting was held with Susan Brown, in which water-bottle friendly water fountains, composting, and double-sided automatic printing we suggested as great starting ideas for the faculty.

The Bissell Building property manager, Jennifer (last name not noted), was to be contacted to conduct a review of Bissell's existing lighting and water fountains, to propose appropriate 'green' alternatives as our facilities allow. (Some light fixtures may not be compatible with CFL bulbs, such must be noted). No follow-up from Susan Brown was received

Regarding composting - Tyler Hunt was going to provide contact information for RENO STRANS, who is a key player in waste management at U of T. Apparently, if the amount of compost waste a faculty produces warrants a compost system, Facilities may be able to fund the purchase of compost bins and the removal of waste. Reno Strans can be contacted through Tyler Hunt.

The request for double-sided printing might be communicated to IVAN SESTAK, in the Inforum.

With significant time constraints at the end of the semester and the development of a 'sustainability' student group within the iSchool, the suggested changes for the faculty have yet to be fully pursued.

Final Report
Admissions Committee Representative 2011/12
Lindsay Timmins

Main Duties

- Attend MISC Meetings
- Attend Admissions Committee Meeting (usually in Oct)
- Keep informed about the Admissions process –
<http://www.ischool.utoronto.ca/admissions/process>
- Keep regular contact with Admissions Committee Chair

Contact Information

Laura Jantek, BA, MLS
Admissions & Recruitment Officer
laura.jantek@utoronto.ca

or

Adriana Rossini
Registrar & Director of Student Services
adriana.rossini@utoronto.ca

*The Admissions Committee Chair was Nadia Caidi - nadia.caidi@gmail.com but I believe she is currently on Maternity leave – the above contact information should help.

What the Admissions Committee does (from the iSchool website).

- The committee reviews the applications, looking at:
 - Grades
 - References
 - Strength and quality of the personal statement, and CV
- Once the committee makes a decision, the applicant will receive official notification from the iSchool by both email and regular mail
- Successful applicants are notified right away
- All applicants are notified at the end of the Admissions Cycle, usually in early May

Summary of 2011/12 Involvement

The Admissions Committee Meeting is usually held sometime in October. The last and only

meeting I was required to attend was on Tuesday October 18 from 11- noon. Here is the Agenda for that meeting.

Agenda

1. Introduction of Admissions Committee members, students, and staff.
2. Admissions policy review
3. Student feedback
4. Review of SAM functionality and admissions process

The meeting followed the agenda closely. There was some discussion over specific application procedures. Following is the notes I took from the meeting.

Admissions Policy Review

SGS policy on admissions

- Minimum req or mid-B
- Museum studies – B+ - on website
- LIS – B+ - on website
- Look esp. at final year GPA. – because by that time they know what they want to do. Exceptions for peculiar years.
- Target for student population – in order to meet target may drop to SGS standards of mid-B range
- Speed up the process for students who are on hold.
- Admissions committee email, Tracey, Laura both have access admission.ischool
- References should be academic unless the applicant has been out of school for 5 years.
- Red Flag – referees letters, CV, personal statements
- Statement of Interest “may include the following”
- Targets by December
- February 15 – A- or better (early admissions / fellowship)
- January 31st Museums
- 5% attrition rate – November final count
- feedback provided for declined applicants – if they inquire
- Recommended
 - transparency in funding and admissions decisions
 - greater amount of science applicants
 - student participation in outreach
 - website – friends (word-of-mouth) – identify three people to talk about life at ischool (emails).
 - Want to pair with advisors once admitted.

Earlier contact with students besides Fall meeting with academic advisor•

There was only one meeting involving students because all subsequent meetings involve access to student information.

Suggestions

The meeting was quite interesting, and I suggest the Student Rep provide feedback from the point of view of someone who has recently gone through the admissions process. There were some initiatives discussed at the meeting such as opportunity for outreach, stronger mentorship, and earlier faculty advisor meetings but I did not follow up on these ideas consistently. For next year, I would maintain communication with the Admissions Committee Chair – it was difficult this year because she went on maternity leave, so I communicated with Adriana mostly. I would also take the opportunity to be involved in the Information Nights and Open House when they come up. Ask the Admissions Committee Chair to keep in touch with you about being involved in these events (This year I only received notice the night before). The commitment for this position is minimal, so do try to keep informed about the Admissions process and volunteer for as many MISC related events as you can and make the most of it!

Faculty Council Reports

Sarah-Anne: Faculty Council Reps - The minimal number of Faculty Council meetings, and their constant rescheduling, made it difficult to adequately represent the faculty to the student body. This was frustrating because the meetings provided information and updates that was not always known to students. It also provided valuable face-to-face interaction where ten members, other than the student council president and vice-president, were able to voice their concerns.

Fatima Elzaibak: As a Faculty Council Rep, I found it really interesting to experience the 'behind the scenes' aspect of faculty meetings and high-level decisions that are made on campus. It can be difficult at times to keep up with the material that is being discussed (especially when background information is not provided), but the handouts that are given out at the meetings can be useful. These meetings with faculty and staff are quite sparse, so it can be difficult to figure out what your role at MISC meetings is, particularly when there isn't much to report on. I would suggest volunteering and helping out other committees (t-shirt sales/registration for events, etc) if you want to feel more involved.

Katie Cuyler: As a faculty council representative I had the opportunity to represent my fellow students at faculty council meetings. These meetings are conducted on a monthly basis and address the governance of the faculty. This position gave me the chance to participate in the big picture planning of the faculty, while also exposing me to some of the larger issues of the university.

David Jorjani: Faculty council meetings seem to be a very good channel that students and MISC can use to ask questions or provide feedback to our faculty members. I was surprised to see that we had so many representatives on the council and yet most of us did not get involved in the discussion (except for Victoria and Jessica of course). Hoping to see more active and organized council reps next year.

Sanjin Kuduzovic: Valuable experience of observing the faculty decision-making process as well as being exposed to the I-School's strategic short-term and long-term objectives and plans.

Information Services Committee Representative

Being a representative entails participating, as a voting member, in the information services committee meetings. The meetings occur usually once a month. Regular members at the meetings include the Dean, the director of library and information services, an Inforum librarian, the Communications & Development Officer, IT staff, professors from all programs including museum studies, and student representatives from the PhD program and museum studies.

Meetings were organized and scheduled through Bisa Lovric, the secretary to the Dean. The meetings have an agenda and minutes are taken. This year the minutes were taken, albeit irregularly, by the Inforum Reference Librarian Nalini Singh. The general agenda was distributed before each meeting and meeting times were scheduled using a survey distributed by the Secretary to the Dean. All documents were emailed to attending members before the meeting for your review.

The meeting agenda is flexible, and any issues you would like to discuss in the meeting can be announced before the meeting begins. The Dean begins the meeting by reading the agenda. Various members of the committee give reports, followed by discussion. You can put up your hand and ask for clarification at any time. Be warned that most meetings go longer than the allotted time, and discussions usually carry over meeting to meeting. Another warning: the meetings are very political, and some arguments can become heated. Information services, especially issues involving the website were very hot topics. There is a noticeable (re: very) difference between the Dean's opinions and ideas and a few other committee members. This makes for lively debate, but less accomplished at the meetings.

Topics discussed at meetings include: the information services, information technology, IT service catalogue, the iSchool website, T-Space institutional repository, teaching technology, and social media policy. Voting usually occurs to approve a document, or take a draft for further review. Student council representatives are asked to participate, and draft documents with other committee members. For example, a student council representative helped draft the iSchool social media policy.

At MISC meetings you present reports and relevant issues for discussion to the council. I used council meetings to get the opinion of MISC on issues I knew were going to be discussed at upcoming meetings.

Programs Committee Position Report Representative: Sanjin Kuduzovic

Date: April. 14, 2012

Responsibilities of the Position

The individual holding this position is expected to be a member of two committees; the MI Program Sub-committee and the Programs Committee. These committees are made up of faculty members including one student representative and are responsible for formulating and making final decisions on curriculum-related proposals. On average, the sub-committee holds meetings once per month while the Programs Committee meeting is held twice annually. The representative is expected to read, overview, and provide comments with respect to all documents related to the proposals in question. The documents are distributed electronically through a private Wiki database. It is also helpful if the representative solicits student feedback regarding these proposals so that the information may be relayed back to the committee for decision-making purposes. Feedback can be collected either in person or electronically and does actually make an impact during the negotiation stage.

Merits of the Position

This is a position that may easily be underestimated especially when observed superficially, however, a substantial amount can be accomplished if taken advantage of correctly. In the first instance, one is able to make a significant contribution to the Faculty of Information student body on behalf of the Master of Information Student Council (examples of this are provided below). Additionally, one can utilize this position for purposes of social networking. This is the case not only with respect to students, including meaningful interactions while soliciting feedback on PC items, but also with Faculty members (this is not necessarily the case with other committees on the council). This position allows one to keep a regular and professional correspondence with many Professors as well as the Dean. Therefore, it is a unique position (even if it does only constitute a representative capacity) in that one is equally exposed to both students and faculty.

Prominent Committee Members

Note: all contact information can be easily found on the I-School website. Moreover, the positions and responsibilities held by Faculty members are in frequent rotation so there is a likely possibility that the current members will not remain in their positions long-term.

MI Program Sub-Committee:

Prof. Kelly Lyons (Chair)

Prof. Siobhan Stevenson

Prof. Eric Yu

Dean Seamus Ross

Programs Committee:

Prof. Heather MacNeil (Chair)

Dean Seamus Ross

Prof. Kelly Lyons

Adriana Rossini

Programs Committee Items for 2011-2012

Here is a list of PC items that have either been implemented or are in the process of being finalized.

Implemented

- New Course: INF 2195H – Special Topics in Information Studies in Information Studies: Launching Information Ventures by Adriana Ieraci
- New Course: INF 2307H – Special Topics in Information Studies: Visual Literacy in the 21st Century by Harriet Sonne de Torrens
- New Course: C&T 1515Y – Integrative Seminar in Culture & Technology by Brian Cantwell Smith
- New Course: KMD 1003H – Introduction to KMD Project Management (Instructor: TBA)
- New Course: KMD 4000 – KMD Capstone Project (Instructor: TBA)
- New Course: INF XXXX – Beyond Literacy: Are Reading and Writing Doomed? By Michael Ridley

- New Course: INF XXXX – Reading and Readers in North America and Around the World by Prof. Keren Dali
- Introduction of two new concentrations: Knowledge, Media, Design & Culture and Technology (the following benefits result when a transition from paths to concentrations is made: funding, advertisement, transcript specialization, quality control, and managing class sizes).
- Introduction of New Collaborative Programs: Neuroscience, Global Health, Genome Biology and BioInformatics, Dynamics of Global Change, Bioethics, and Diaspora and Transnational Studies.
- Further ALA Alignment: Specific courses and overall curriculum will have established MI Learning Outcomes & Objectives (each new syllabus must reflect these stipulations going forward).
- Name Changes to Courses: INF 2175, 2103, and 2330 (important since the content of the course may be substantially altered as a result).

In Process of Negotiations

- New Course: INF XXXX – Managing Organizational Records 2 by John McDonald
- New Course: INF XXXX – Geographic Information Systems (GIS) in Libraries by Marcel Fortin
- INF XXXX – Design and Construction of Controlled Vocabularies by Prof. Jens-Erik Mai
- Core Course Issue Solution: The content of the core courses will be synthesized into one full course and INF 1005H/1006H will be combined into another full course. Therefore, the core course requirements will now constitute 1 FCE rather than 2 FCEs. Additionally, INF 1001H, 1002H, and 1003H will be retained as elective courses. (This change was formulated based on two Conversation with the Dean meetings organized by the MISC President and Vice-President and took place over the course of two days. A significant portion of students expressed discontent with the current structure and content of the core courses).
- Comprehensive Transition from Paths to Concentrations: Applying this process to all remaining paths in order to make entire program concentrations-oriented.

FIAA representative - Position Description

- Attend monthly MISC meetings and report on FIAA happenings/news
- Attend monthly FIAA meetings and report on MISC happenings/news
 - usually run between 1 to 1-1/2 hours
 - usually held in the Dean's Conference Room
 - currently held on the second Tuesday of the month at 6:30pm
 - currently no meetings in July or August
 - if you are unable to attend a meeting, write up a short report and post it to huddle (see info below)
 - minutes from the previous month's meeting are generally posted to huddle shortly before the monthly meeting

- FIAA communicates both via e-mail and via Huddle, an online collaboration tool. You will be given access to huddle.
- Current president: Alison Sterling; president-elect: Kate McDonald; past president: Kim Silk (2012-2013 will be the second year of a two-year term for each of them)
- Assist in promotion of FIAA events to iSchool students (through MISC e-mail and in-class announcements, etc.)
- Provide FIAA with input on various events/awards aimed at students (eg., Outstanding Student Award, Student Conference Grants, Job Shadowing Program, Ask An Alum, etc.)
- alumni page on the iSchool website: <http://www.ischool.utoronto.ca/alumni>
- There is ongoing discussion with the iSchool IT department about how best to host the FIAA online. This discussion has been happening for years, and things change slightly with every new iteration of the iSchool website. Currently, the FIAA is under the "Careers" tab on the main iSchool website.
- The FIAA hosts an iTea, usually in late October, called "Alumni Stars". I think this is the only iTea of the year with alcohol. They invite a bunch of graduates for students to mingle with and ask questions about the field.
- Awards deadlines are the end of November and end of March. Currently, there are multiple \$500 student conference grants available each semester, for which students can apply. In March, students can nominate themselves/be nominated for the Outstanding Student Contribution award, which comes with a certificate and \$500. In the Fall 2011 session, there were ZERO applicants for the conference grants; the committee decided to extend the deadline, but I believe the numbers were still very low. In the Winter 2012 session, there were four applicants for the student conference grants. You will likely be asked to work on the announcements/advertising in conjunction with whoever chairs the FIAA Grants & Awards Committee and Kathleen O'Brien. Here is a sample announcement:

Don't miss the opportunity for a \$500 Conference Grant! The Faculty of Information Alumni Association (FIAA) offers up to ten student conference grants, each up to a maximum of \$500 Cdn, to students to present a paper or poster session, or participate as a conference speaker or panelist. To apply, please go to:
<http://www.ischool.utoronto.ca/current-future-students/money-matters/financial-aid/mi-program/mmst-program/conference-travel-grants-fiaa>
 Fall Deadline: November 30, 2010 Spring Deadline: March 31, 2011.

- You will also be asked to promote the job shadowing program through the MISC weekly e-mail. The job shadowing program sign up usually happens just before reading week. Try to get the announcement in the MISC e-mail with at least a week's notice so that people can ensure they are available to sign up. In 2012, we had 140 spots available for student at various organizations, both in Toronto and elsewhere. Here is a sample announcement for the job shadowing program:

Once again, the FIAA is sponsoring the Job Shadowing program in 2012 to give iSchool students the opportunity to gain valuable experience and make connections with professionals. Students sign up to observe a working full- or half-day with an information professional on the [Job Shadowing section](#) of the iSchool website.

***The program will open for registration on February 13, 2012 *** (time to be announced)

Each student is eligible to sign up for ONE position between February 13 and February 20. Students who attempt to sign up before February 13, 2012 will have their names removed. If there are positions that have not been filled by February 20, students are welcome to sign up for additional job shadowing positions. Students who register with more than one host before February 20 will have all of their registrations cancelled.

For more information, see the Job Shadowing section of the iSchool website:
<http://www.ischool.utoronto.ca/job-shadowing>