University of Toronto – Faculty of Information
Master of Information Student Council
August 16th, 2013; 5:30-7:30pm
Student Lounge, 7th Floor, Claude Bissell Building

Minutes

Present: Hannah Loshak, Alia Ahmad, Gillian Eguaras, Kim Pham, Mary Gu, Sean
Hayes, Kyra Folk-Farber, George Raine, Laura DeVouge, Octavio Escalante
Official Regrets: Ned Struthers, Laura Chuang
Absent: Brooke Windsor

Recorder: Laura DeVouge

The meeting was called to order at 5:50 pm with quorum being established.

1. Approval of Agenda

>   First: Laura
>   Second: Hannah
>   Motion Passed -- Unanimous

2. Reading and Approval of the Minutes

>   First: Hannah
>   Second: Alia
>   Motion Passed -- Unanimous

3. Business Arising from the Minutes

>   None

4. Reports by Executives:
>   a. President (Octavio)
>   i) Constitution changes - VP's Memo response: Because the agenda was not
>   sent due to a technical error, we will have to hold the vote for the constitution
>   changes in September. The message from the Vice-Provost is that need to be
>   more aware of financial records and student complaints. Spending needs to be
>   reported every month by the Treasurer. This will be something that Laura C.
>   will need to do. Octavio also suggested new reps from every concentration. In
>   terms of accountability, if someone (a student) complains, people can be

expelled from student council. The student council members will have a chance to reply to the complaints. Octavio will be responsible for the whole process and for the unprocessed complaints. Kim asked when the constitution changes will be analyzed and when will they take place. Octavio said they should be approved by next month. There could be a referendum passed or we can handle it internally. Octavio referred the members to the MISC constitution available on our website.

ii) Student Contest Proposal: We have been discussing ways to give students an award. For this reason, a concept, idea, or technology will be pitched and the contest will award the best ideas from students. There were discussions with the Tech Fund. The Tech Fund also chose to allocate money for this contest. The iSchool currently cannot allocate financial resources to this contest according to the Dean. The Dean also mentioned that if Kelly Lyons and Adriana Ieraci can justify the need for financial resources for this contest and its close link to the courses they teach (e.g. Service Science and Information Ventures respectively) there could be justification to allocate funds. Both courses will be taught during the Winter. The rough rules, recommendations, and sources of information are in the minutes that were not sent out due to a technical error. Laura D. said that people taking information ventures might have an advantage. Octavio said that this may be true and, furthermore, there could be objectivity issues. However, Octavio says the contest organization will try to minimize them. Kyra asked if it could be a class project. Octavio said that there are two possibilities: if we use the money from the iSchool it has to be involved with the class; if not, then the contest would be more loosely coupled with the courses. Laura D. said it sounds like it was a contest for the class. Hannah said some streams would have an advantage. Octavio said that might also be an issue. Octavio said we could open a category where no one would have an advantage. Hannah said it would be like the Tech Fund contest last year, but with money. Octavio said it would be more structured than the Tech Fund Ideas Party and that there would be rules and time to prepare and develop the idea or concept. Also, Octavio mentioned that there are plans to include external judges and experts in the field. Hannah suggested speaking to Kim Silk. Octavio said it would be a good suggestion. Octavio also mentioned that it could be biased to have separate awards per concentration – a result of certain concentrations having more people fight for one award (i.e. LIS) while others would have less potential contestants (i.e. IS&D) . Octavio said he is open to more suggestions and feedback. Laura D. said that there would be a lot of complaints no matter what. Octavio said that he wants to make sure the contest is fair to the MI students. Octavio also mentioned that at an iSchool in Washington, Microsoft got involved and now

it's a huge national event. Sean asked who would be judging it, and whether it would be someone at Rotman. Octavio said they were consulting with them because they have experience on these kinds of events. Octavio also said there might be a student, a capital ventures person, etc. to make sure the decision is objective. Kyra asked if people could participate individually or in teams. Octavio's initial thoughts were that students get funds so that they can build their start up. He mentioned the example of a contest in Denmark where they can have one or two people with an information professional, but Octavio would like to keep the team members iSchool-only. He also talked about there being a written section, a business case, where students explain their idea. Octavio said that maybe we could be put in contact with IBM to help funding. He also said that this would be the optimistic vision – it may take a few years for sponsors.

iii) MISC Executive Committee Budget update: The budget was updated. The Exec budget is on the first page. The Mental Health iTea basically becomes a revenue of 500 dollars an expense of the same amount due to the funds collection.

iv) Open positions - GSU, MISC/MUSSA liaison, LEC, Alumni Association, Tech Fund: GSU, MISC/MUSSA liaison, LEC, Alumni Association, Tech Fund: Last week the MISC/MUSSA resigned. She has other commitments. Mari, also, unfortunately, had to resign last meeting. Octavio asked if we wanted one of these positions. Kim nominated Laura for the Tech Fund position. George will be part of the Co-Curricular Record Local Evaluation Committee. Kyra said that the position was announced on the Facebook page. Octavio said that he will be proposing to Adriana that students select reps, not student services. For the MISC/MUSSA position we will be emailing the person who contested the position. Hannah suggested that we also all sign up for mentoring.

Motion for Laura DeVouge for Second-Year rep at Tech Fund.
First: Kim
Second: Hannah
Passed -- Unanimous

vi) Offer from Faculty to purchase furniture from Tech Fund - $600: Ned said yes to the proposal of purchasing them. Glen will be handling this.
vii) MI Skills in the Job Market - a Research Methods project?: Octavio said that Mike McCaffrey would take on this project. We should be hearing from it soon. Laura D. asked if the Dean knew about it. Octavio said yes.

vii) MISC Fall and Winter Meeting Schedule proposal: Normally the meetings are held the first Thursday of every month between afternoon and night classes (4:00 to 6:00 pm). Last year Octavio had a conflict, so he understands if people cannot make it to the meetings. An email will be sent soon. We will probably be meeting the first week of classes.

b. Vice President (Laura) – NO REPORT

c. Secretary (Laura) – NO REPORT

d. Treasurer (Laura)
i) Budgets: Octavio wants budget votes every year. Money or a receipt need to be submitted. Octavio asked if there were any problems with the budget. We're taking into account Alia's change.

Motion to approve MISC Budget for 2013-2014
First- Mary
Second- Kyra
Passed Unanimous

e. Webmaster (Hannah) Went first *Left at 6:39*
 i) Meeting with Mari: Hannah does not yet have the FTP credentials for the website. Have to wait Alex Devornyak to come back from vacation – he is on vacation until the 19TH. Need him to set up the intranet and give Hannah access to the website. Octavio sent an email for FTP credentials. It may have gotten lost in the support emails. Should be sorted by next week. The calendar is also not working. She is working on getting projects out of the way now that she needs access. Octavio mentioned the need for a support form for student to lodge complaints. It can be worked on.

5. Reports by Representatives:
a. Alumni Association (Vacant) – NO REPORT

b. MISC-MSGSA Liaison (Katrina) – NO REPORT

c. Admissions Committee (Kyra) – NO REPORT

d. Faculty Council (Octavio et al) - NO REPORT

e. Graduate Students' Union (Sean) - NO REPORT

f. Student Tech Fund (Ned)

    i) IS workshops: The IS workshops are being worked on to fund the workshops to get the teachers.

g. Information Services (Ned, Laura) – NO REPORT

h. Life and Times Committee (Jessica) – NO REPORT

i. Programs Committee (Brooke) – NO REPORT

j. Committee on Standing (George) – NO REPORT

6. Reports by Committees:

    a. Academic Affairs (Alia)

        i) Class rep meetup: Alia reported that she has been trying to get together with the class reps, but it has been extremely difficult. A Doodle poll has been sent out. Laura D. asked how this would bode for in the September. Alia answered that it was might be difficult, but the summer might be more difficult

        ii) Budget: There were $100 allocated, but this can be cut because people won't go. Laura D. said that if people won't participate or show up there is no point. Alia said she will email Laura C. the changes.

    b. Professional Development (Kim)

        i) Budget: No changes. Kim met with Isidora to work with job planning.

    c. Social (Mary & Jessica)

        i) Fall Assembly/Orientation roles – 3-minute speech?: 3 minute speech: Instead of a traditional presentation they are trying to change it. They want us to do a presentation or a skit or something. Everyone can submit a short video of himself or herself. Kim volunteered to edit the videos. A deadline for the last week of August was suggested. Each video should be 10-20 seconds. Can include a slide or a fun fact.

        ii) MISC/MUSSA Orientation BBQ Wed. September 4th 2013 12:00pm to 3:00pm / Pub Night September 5th at 8:00pm - 10:00pm – All MISC members are invited to come and meet the new students

        iii) BBQ Catering payment: The Pickle Barrel has the best prices. There will be about 34 attending. Octavio said that as they get the full amount a cheque can be written right away. Octavio asked if second year students could attend. Mary and Jessica said everyone was welcome.

        iv) Updates to Social Budget: e Committee is keeping the suggestions Laura C. made. Octavio asked if the O-Week will still be about $1000. No dietary problems have been reported yet, but that might change the price. Octavio said not to worry about the money.

        v) Updates on Open Mic Night: Open Mic Nights have been booked at Hart House, and they are all prepared. Octavio asked when the first one would be.

Mary and Jessica answered that it will take place on October 30th. Kyra asked if there was a Hallowe'en party last year. Mary and Jessica said there wasn't. We decided to gauge interest with a poll.

d. Merchandise (Gillian)

i) Budget: Expenses should be fine. We will be purchasing another button machine. 3-inch buttons. Laura D. asked if we could still hold the button contest. This idea was well received. Laura D. said to email Hannah about making the contest form. Laura D. thought this should be in September to get new students involved.

ii) O-Week: Tradition to purchase a shirt, $12 the other is $16. Contact Gillian about shirts and they can be purchased there.

7. New business

i)   A student spoke with Laura D. said her privacy was breeched by Adriana and she was concerned about it. Octavio spoke with the Dean and said that if there is an issue it needs to be written down. The feeling Octavio got from him is that he is willing to help the students. Octavio said to make sure it is confidential. He would have to reply with a written response.

ii)   Speaking with Adriana: Due to an email sent on July 29th by Adriana Rossini regarding caps space and the problems with course enrolment Octavio sent a request by email with copies to the Dean and Laura D. to stop the measures. The email was sent because Laura D. and other students had expressed concern on the Student Services office announcement that they would be dropping out students from the courses they had selected. After clarification and confirmation that students meeting the pre-established guidelines from Student Services would not be dropped out of courses, the request was lifted and another email from Octavio apologizing for the misunderstanding was sent. Laura D. said that nowhere on the website does it say to take all the first year classes. It is a serious contradiction that is confusing student. Octavio said that this is an issue that can be brought up with Admissions, Programs, and Faculty Council. Octavio said that a lot of levels at the iSchool are affected. Kyra said that people should be able to change their minds regarding concentration decision. Jessica said that it is the nature of an academic program to change your mind and explore other concentrations. Octavio said that people should be aware of our decisions. Sean said that sometimes professors are surprised that they know introductory material. Kyra said no one comes from the same background. Octavio said there needs to be a degree of coherence between the expected diversity and the definition of courses students want, can and are able to take. George thought the faculty wanted streams to learn from each other, but this seems to separate students. Octavio mentioned that this is why there is a need for the job market-skills research document that outlines what skills and knowledge a

successful professional needs and which courses within the program allow him or her to get them. Octavio also stressed the fact that the MI program is advertised as a professional degree. Jessica said that she thinks the MI program implied fluidity. This was generally agreed upon.

8. Adjourn

Proposal for changes in the MISC constitution
Constitution Amendment Proposal - START

CONSTITUTION OF MASTER OF INFORMATION STUDENT COUNCIL

Article 4: The Governing Council

4.1.4 Members of the Governing Council shall attend no fewer that seventy-five percent
(75%) of the meetings scheduled in an academic year, **shall comply with the complaints processing procedure outlined in 9.3,** and shall not miss two (2) or more
meetings in succession without an acceptable excuse.
4.1.5 Members of the Governing Council may be removed from office if they fail to meet the
conditions set out in article 4.1.4.
4.1.6 A motion to remove any member of the Governing Council may be brought before the
Governing Council by a petition signed by at least ten percent (10%) of the membership
of the General Council.
4.1.7 Where necessary, a vote will be held and no removal will occur if a two thirds (2/3)
majority accepts the excuse for the absence **or the misconduct received in form of a complaint (see 9.6).**
. A motion to remove requires two thirds
(2/3) majority to carry.
4.1.8 The Governing Council shall vote on such a motion no sooner

4.2.5 The Treasurer shall:

d) prepare monthly financial reports to be presented to Governing Council for review and acceptance, **including:**
i. a comparison of year-to-date income and expense to budget, and
ii. a statement of expected income and expense for the remainder of the fiscal year.

4.2.2 The President shall:

h) be responsible for responding to complaints as indicated in Article 9.

4.4.1 The Membership shall elect representatives to council who represent the memberships'
interests on the Faculty of Information Faculty Council committees and other Faculty
Groups. These positions are:

n) Concentration Representatives (7)

The concentrations are:

1. **Archives & Records Management (ARM)**

2. **Critical Information Studies (CIS)**

3. **Culture & Technology (C&T)**

4. **Information Systems & Design (ISD)**

5. **Knowledge Management & Information Management (KMIM)**

6. **Knowledge Media Design (KMD)**

7. **Library & Information Science (LIS)**

Article 7: Amendments to the Constitution

7.4 The Governing Council shall deposit a copy of the constitution after any amendments are made with the head of the Faculty of Information, with the Office of the Governing Council, and with the Office of the Vice President and Provost.

Article 9: Complaints Processing

9.1 Any member of the Membership shall communicate complaints to the Governing Council in written and/or in electronic format.
9.2 Complaints shall be succinct; include facts; provide details of relevant sections of this Constitution, dates, times, and places; avoid insults or criticisms; and explain both the impact of the conduct that is the subject of the complaint and the expected outcome of the complaint.
9.3 The President of the Governing Council will be responsible for maintaining the Procedure for handling complaints made by the Membership as stipulated in 9.4.
9.4 The Procedure for responding to a complaint shall be that:
> **i.The President and/or any of its members shall receive in written and/or electronic format the complaints from the Membership. The preferred means of communication shall be the official email address: misc.ischool@utoronto.ca.**
> **ii. After receiving the complaint, the member who received the complaint shall confirm the reception of the complaint and file the response including the time, date, and person who submitted the for record keeping purposes. This will have to be done within 2 business days of receiving the complaint.**
> **iii. The member who received the complaint shall communicate to the President and any other person relevant to the complaint within 2 business days.**
> **iii. Any Governing Council member will be responsible of responding to the complaint within 10 business days.**
> **iv.The response from the Governing Council shall include either a justification and proof that the complaint was ot grounded**
> **or an action plan to remedy the plaintiff's complaint. In both cases the response must be addressed to the plaintiff and the MISC president.**
> **v. The member shall reply to the response within 10 business days. After receiving response from the plaintiff member stating that the complaint has been processed to**

satisfaction, then the complaint will be closed and the records generated from the complaint processing will be filed and sent to the MISC president.
vi. If the plaintiff member is not satisfied with the response, the complaint will be reprocessed starting from step ii of the present procedure.vii. After 10 business days from the response and if no response from the plaintiff member is received, the complaint shall be closed automatically and the records will be filed.

9.5 If the complaint is related to proof or belief that the Governing Council and/or any of its members are not following this constitution or are failing in some other way to manage the MISC affairs properly, then the time for responding to that complaint shall be that of 5 business days.
9.6 If the complaint is related to misconduct from a specific member of the Governing Council, the Governing Council may vote on the removal of that member as stipulated in 4.1.7.

End of Proposal

Start of contest proposal

iSchool's "Moving in Information" Student Contest

Topic: "Technology in the Information Field"

1. What's In It For Me?

The iSchool's "Moving in Information" Student Contest will reward the best ideas and technologies generated by current Masters of Information students.
Some of the key challenges we can help you with:
· **Funding:** $1,500 Canadian Dollars awarded for the best idea. $500 for concepts sponsored by the MISC, $500 for a technology and $500 for software for a total of $1000 sponsored by the Tech Fund.
· **Network:** Meet serial entrepreneurs, investors, researchers, information experts, and our alumni association.
· **Feedback:** Get early and vital feedback from our jury members and apply for an advisor.
· **Training**: Learn to pitch, prototype, network, and write a business plan.
· **Experts**: We facilitate contact to advisors and mentors to help make your idea a reality.

The topics that must be covered are the following:

The information idea/technology presented in the contest must be relevant to one of these topics:

    a. **Efficient Information Management**: energy efficiency, waste management, pollution reduction etc.
    b. **New Means of Information Dissemination:** apps, web services, search engines, augmented reality, near field communication etc.
    c. **People & Society:** education, marketing, services, tourism, social entrepreneurship etc.
    d. **Knowledge Preservation & Meaning Making:** preservation, digital curation, information architecture, etc.

2. Who can apply?

Any Masters of Information student will be able to apply. Teams of up to 3 students can be formed. An information professional can be part of the team, but two of the members in the team must be iSchool students (either full or part-time).

3. Information Idea/Technology

The judges will typically be looking for the following: a) the innovation of your idea; b) the problem it solves; c) the team to solve it; d) the business case; and e) how feasible is the idea.

The written business plan for the idea/technology must not exceed 3 standard written A4 pages.

Once you have written the business plan, please save it as a PDF file of max 10 MB and name it the same as your team/company (e.g. "rubycup.pdf" or "blacksiliconsolar.pdf")

Note: To help protect the privacy of your business idea, all members of the jury, advisors, MISC, and the iSchool staff and faculty have signed a Non-Disclosure Agreement (NDA).

4. Categories

The contest will be divided into two main categories: concept, technology and software.

    a. Concept: An idea that has the potential to generate tangible benefits in one of the topics described before
    b. Technology: An electronic device or a combination of them.
    c. Software: A mobile app, a website, or a program.

Based on Venture Cup's Idea competition (Venture Cup, 2013)
(http://www.venturecup.dk/idea-competition/)

References

Venture Cup. (2013). Idea Competition. *Venture Cup*. Recovered on August 13th, 2013, from http://www.venturecup.dk/idea-competition/

End of contest proposal