

University of Toronto – Faculty of Information
Master of Information Student Council
September 20th, 2013; 4:00-6:00pm
Student Lounge, 7th Floor, Claude Bissell Building

Minutes

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

Absent: N/A

Observers: Mari Vihuri, Akash Venkat, Paul Weitzmann, Nancy Fong

Recorder: Laura DeVouge

The meeting was called to order at 4:17 pm with quorum being established.

1. Approval of Agenda:

Motion to approve agenda

Second: Laura

Passed - Unanimous

2. Reading and Approval of the Minutes

Will be passed next meeting. October 10, 2013

3. Business Arising from the Minutes

N/A

4. Reports by Executives:

a. President (Octavio)

i) Constitution changes - <http://goo.gl/F0qITc>: We will have another view of the constitution changes. This is because of suggestions by the Vice-Provost. We will have to deposit a copy of the constitution at the Vice-Provost's office. It was suggested that we should have more official control over our funds. Another recommendation was the complaints process. As such, appropriate changes will be made. The agenda changes were looked over and discussed by those present. Mari likes the idea of the different concentrations, but it will be difficult to implement. It is difficult enough to get people out for elections. Mari

also commented that the concentrations of MISC members can be listed on the website. Laura D. said the first and second year reps for programs committee should be specified. Octavio is also proposing Monies should be accounted for in regards to new expenditures. George asked for clarification as to what criticisms were. George said that he preferred unconstructive criticisms. Everyone agreed. Octavio said that 9.4 iv) needs to say 'or'. The changes will be and tabled for reflection.

ii) Student Contest Proposal - Update: Octavio has spoken to organizations to judge the contest. The proposed rules are there in the agenda. Octavio asked MISC members to read and propose changes. Ned has reservations in MISC or Tech Fund funding the contest. Hannah said that it that we need to discuss the details. Octavio said that this was still a project in the works.

iii) MISC Office Cleaning - Apologies and update: The date and time Octavio sent, and those on the MISC calendar did not match. Octavio moved this with Robyn (MUSSA) for Glen. New cabinets are now in and we're now sharing the office with MUSSSA. Everyone wants the couch back for MI students to use.

iv) Part-time studies at the iSchool - new rules: This has been heavily discussed. Octavio met with Adriana today about the new SGS part-time regulations, and how they were sent and/or communicated to incoming students. Adriana told him that this information would be sent to him on Monday. There was a subsequent email that was sent to part-time students about the new rules. Octavio said that a student did not receive the email and was accepted late, but the welcome meeting was on July 20. Octavio said that we will be looked into. The rationale behind the rules was that the fee would be paid in full. The SGS is making it more troublesome for students to graduate -- 5.5 years to finish the degree. Laura D. thinks that it is insulting for part-time students to have to switch to full-time in order to complete their degree sooner. Octavio said that Adriana fought for the students. Laura doesn't think it's matching up. Mari suggests that an email go out to the listserv. to see if people were aware of the changes. Octavio says that it is important to get feedback from students. Laura D. said that there was an issue with the email about full-time students switching to part-time as well. Laura D. mentioned that Jessica suggested that we could write a letter to SGS. Octavio said that he understands the new regulations, but it does not accommodate students.

v) MISC meetings for 2013-2014 schedule proposal:

Motion to approve 2013-2014 schedule for MISC Meetings:

Second:Ned

Passed: Unanimous

b. Vice President (Vacant) – NO REPORT

c. Secretary (Laura D.)

- i) Nominations update: Nominations are still coming in. As of right now, we have at least one person for each position, which is really good.
- ii) Doodle poll for voting - both shifts: Laura D. said that she will not schedule shifts for the Friday of elections, and will only schedule people during peak times when classes are going in and out. The lounge has been booked and a Doodle Poll will go out sometime.

d. Treasurer (Laura)

- i) September report -- fees haven't been figured out. GSU grant is being applied for.

e. Webmaster (Hannah) --

- i) Google forms on the website: Most work. Don't change the Google doc.
- ii) Student lounge page: People don't know how to get into the lounge etc. So there will be a lounge page.
- iii) New MISC info portal: email will go out. There will be a misc info portal. Agenda item form. Any updates/announcements and agenda will be located there.

5. Reports by Representatives:

a. Alumni Association (Vacant) – NO REPORT

- i) Hannah spoke to the Alumni Association about their meetings to see when they would be.

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

Nominations were there

c. Admissions Committee (Kyra)

- i) Today's meeting: Confidential

d. Faculty Council (Octavio et al)

- i) Upcoming meeting - October 18th -- Octavio said that the first meeting will happen on October 18th. This will be a good opportunity to follow up on issues we have discussed at MISC.

e. Graduate Students' Union (Sean)

- i) Emergency GSU Meeting Called September 5th: The CFS was discussed. There was the monthly meeting, and then this meeting was called. 3000 signatures were needed in a week.
- ii) CFS Petition Debrief: This was a petition to open up a conversation about whether we wanted to be a part of the CFS. The GSU hasn't been satisfied with their service. The petition was successful. The iSchool was only supposed to get 50 signatures, but ended up getting about 150. Octavio said that it was a real success and commends our effort. Paul asked what the date the vote would be. Octavio answered that the vote would be sometime in March.
- iii) Electing Another GSU Rep: Monthly, long meeting, the meetings can get a little heated, and they're fun. The next meeting will be on the 30th of September. They act as a liaison. Not a huge commitment. A schedule could be made.
- iv) Weekly Digest: Sean was ensured that the email was going out.
- v) Stand up for Science: Trying to raise awareness with the government's science muzzling. It was a successful event. Jessica Gallinger, former MISC President, was great.

f. Student Tech Fund (Ned, Laura D)

- i) New purchases?: Ned said that 5 Microsoft Surface tablets were in the process of being purchased. The Tech Fund got a good deal on them. Octavio asked if they were the Pros, because they were better. Mari said that this was a good recommendation. Ned also wants a server for Sharepoint. Ned has suggested getting a 3-D printer. Hannah said there's Sharepoint for about \$2300 at the software office. Ned said that Percy is looking into it. Octavio said that it should be free with the deal UofT has.

g. Information Services (Ned, Laura C)

- i) IS Meeting yesterday, updates on implementing IS Task Force recommendations: Ned said that there are a number of problems. The Inforum is still missing a director for the third year in a row. They are now missing a director for IT. Neither has been replaced. Because there are no senior directors, and now that there is task force, who is in charge is unclear. The IS Services is making all the decisions for the Task Force now. Eliza is trying to weed the collection, and sending books from the collection to Downsview. Ned said that it's more of deciding what material to keep. Mari asked how the weeding is happening. Ned says Eliza is making the decisions. Laura C. (*via Google Chat*) said that pretty much aren't going to be any changes unless faculty will take a 1% cut, an increase in tuition or enrollment increases. Octavio said that this is important for lack of initiative

for the website. Office 365 is being implemented. Ned also said that apparently we have a drive already. We have to go to the IT website to access it. This will work for anyone with a UT+ account. The iSchool is deciding whether or not to keep the servers. The Dean is worried about duplicating services. This would be an issue for the MISC website. The iSchool Institute website can't be changed anytime soon. Laura C. said (*via Google Chat*) that basically, the iSchool pays a kind of tax to the central library for use of certain IT services. Ones that we shouldn't be replicating because then we'll be paying double. However (this was very briefly floated at the meeting) what we could potentially do is originate services that aren't being used in the rest of the university and maybe charge other institutions at U of T for usage. This would be a potential method of generating revenue. Maybe worth a thought but it may have been meant largely in jest. Octavio thinks that this is possible. Ned isn't sure whether or not this will happen.

h. Life and Times Committee (Jessica)

- i) Asking MISC for potential iTea ideas: Jessica had a meeting with the committee. So far Jessica will be the only person on the committee.
- ii) Are we hosting the mental health iTea again? Nalini would like to host/help: Jessica is asking because Nalini wants to run it. Mari wants to help out as much as she can Nalini used to be a Social Worker so that this is great. Everyone thought that Nalini running the iTea was an amazing idea. Octavio suggested making an ad hoc committee to help. Mari thinks that it is important that it stays a MISC initiative. Laura C. said (*via Google chat*) that we've just been giving it to the VP. Can we just keep doing that? It gets to be the VP's big project. Jessica agreed.
- iii) Ask student clubs if they would like any iTeas: Is there anything that can be brought forward. Octavio asked if all the iTeas for the fall are booked. Jessica said that most are booked. Octavio wants to host an iTea to raise awareness about the student contest.
- iv) Any ideas for 'enlivening' school space?: This is supposed to be one of the committees responsibilities. Nancy wants more plants. MISC members wanted more lounging spaces. Some MISC members also suggested the possibility of more art. Mari thinks that this is out of MISC's scope. We had the art contest last year. That's where the quilt is from. We also have like a bunch of framed posters. They're in the corner of the lounge, near the knitting.

i. Programs Committee (Brooke)

- i) Newly approved courses: Report o

ii) LIS requirements in year one - tabled until next meeting: Laura D. expressed her concern that this would greatly limit student's class choices, possibly jobs, and their life outside of school. Mari suggests speaking to faculty members. Concern was expressed by all MISC members.

j. Committee on Standing (George)

i) Brief of the proposed Co-Curricular Record and how the Local Evaluation Committee is currently operating: They are up-to date with all issues . George noted that it was a generally sympathetic environment for students.

ii) Brief of the operations of the standing committee - Confidential

6. Reports by Committees:

a. Academic Affairs (Alia)

i) Class rep meet-up: Alia explained that the plan for the summer didn't work at all. The reports were sent. We're going to try to have a fall meeting. If half of the reps show up it would be more worth it.

ii) Fall 2013 sign up status: There are 19 class reps and 42 classes. We're almost halfway there. This week Alia will start bugging profs. Hannah said to make sure reps are putting the section on the form. Octavio said an email was sent to all faculty and emails were sent to classes.

iii) Gift card draw: Whoever sent a report there were pieces of paper presented at the Meeting. Mary chose. Mandy won the \$25 gift card.

b. Professional Development (Kim)

i) Summer of Professional Experience: First event is this Thursday.

People should come

i) Meeting with Isidora about upcoming Career Events: The iCareer workshops will happen. This will show on the transcripts. The workshops this year will be longer and more effective. She'll be contacting second years throughout the year to review resumes. Kim suggested that Isidora make a personal uploading website, and contact students afterwards. Kim asked about the career report. Isidora said that she is planning to do another one. Isidora has all the responses already and hopefully she has a report ready. There 30-35 percent response rate.

ii)Clubs/Associations night: PD will combine the club and associations night, but this will be combined for a larger event. Clubs can start signing up on Oct 1st. Hopefully there will be a meeting with MISC for clubs. Mari

said that a google form last year can be sent to Kim. Kyra asked if that night was only for student groups. Mari said OLA reps and the like would be there.

iii) Assessment of Business Card Service: Last year there were business cards offered. It said candidate, so when you graduate you can't use them anymore. Kim is looking for an alternate service. Akash asked where they were from. Kim said that they were sent somewhere at UofT.

c. Social (Mary & Jessica)

i) MISC/MUSSA Orientation BBQ - overview: It was successful. Less money was spent than anticipated, so that money can go towards other student initiatives. Everyone had fun. Kyra said that her mentee tried to register but couldn't. Jessica said that it was after food was ordered. Mary said it was a caterer thing. The Pickell Barrell was more manageable because it was before the budget was approved. Octavio said it the number of students would be important to pass on to next years, social committee. Laura D. said the hot dogs were good, and Kyra liked the buns.

ii) Movie nights - new student initiative - input on dates/ movies?: The movie nights will be run by Greg Hughes. Movie nights will be once a month in room 728 depending on how many people go.

iii) End of term party - ideas: Asking for any end of term party ideas. Talk to Mary and Jessica whenever.

d. Merchandise (Gillian)

i) Pens purchases with Jerome: A message was forwarded with pens for the iSchool. We're buying pens.

ii) Sale during O-week BBQ: Gillian didn't provide information. This will be sent to the Treasurer.

7. New business

The co-curricular record: George said that the whole system was messing up. It will go live on October 3. It is still being tested. Not sure what degree of functionality it has. The kinds of things that can go on transcripts are work-study, iSkills workshops, and the like. George said that issues, specifically with the nature of how it was chosen, should be elected through MISC. Adriana said it was theoretically open to any student. Laura D. said that that reasoning didn't make sense, because MISC is open to everyone. Adriana said this was SGS but this was a possible confusion of policy.

Self-Study: A consultation meeting happened with MI students. Students who did not go should make sure to email their input to the ireview email. The feeling was that it was a constructive meeting.

8. Adjourn

Motion to adjourn.

Second: Ned

Passed Unanimous

President's Report

Proposed Schedule for MISC Meetings

Second Thursday of every month.

Time: 4:00 to 6:00 PM.

2013

- October 10th
- November 14th
- December 12th (5th?)

2014

- January 16th
- February 13th
- March 13th
- April 10th

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:

- Efficient Information Management:** energy efficiency, waste management, pollution reduction etc.
- New Means of Information Dissemination:** apps, web services, search engines, augmented reality, near field communication etc.
- People & Society:** education, marketing, services, tourism, social entrepreneurship etc.
- 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.

- Concept: An idea that has the potential to generate tangible benefits in one of the topics described before
- 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

Programs Committee Report

Hello all!

Unfortunately, I cannot make the meeting this month. However, I wanted everyone updated on the Programs Committee since the beginning of term meeting was last week.

The highlights include:

- The new Data Analytics course was approved to move forward. It should be added to the winter timetable in a few weeks, possibly a month.
- The Graphic Novels in the Library course was put up as an established independent course, not as a simple special topics course. The course will be moving forward but they will be making a few revisions on the syllabus to make sure it does not overlap with the graduate level graphic novel courses in the English department. It should be added to the 2014 summer timetable.
- The combination BA-MI degree program for those going into CIS, KMIM, CT, ISD, and KMD was approved.
- The combination PhD program between the iSchool and Jewish Studies was approved.
- For the time being, the proposal to force LIS students take all their requirements in the first year was tabled. The end result sent the proposal back to the LIS staff to come up with a more acceptable agreement with the students. The original proposal might come back though since Adriana and the LIS staff she was representing seemed very passionate about it. This situation needs to be carefully monitored and handled with care since the opposing parties are both strongly concerned.

End of Programs Committee Report