



AGENDA of the 3rd Meeting of the General Council

Claude T. Bissell Building, Room 705A
13 October, 2018 | 11am

Attendance

Executive Committee

Jamie Duncan, Co-President

Emma Findlay-White, Co-President

Matthew Innes, Treasurer

Bronwyn Nisbet-Gray, Secretary

Jason Cheung, Webmaster

Committee Chairs

Hugh Samson, Academic Affairs

Ritchie Singh, Professional Development

Christina Bondi, Social Committee

Ciara O'Kelly, Social Committee

Representatives

Evelyn Feldman, MISC-MUSSA

Tech-Fund

Hussein Hashi

GSU

Robyn Forman

Faculty Council

Members at Large

Alvin He

Mental Health Working Group

Marta Cooper Burt

Robyn Forman

New Members

Gaurav

Rida

Sharann

Akram

Stephanie

McKinzey

Rachel

Allen

Meghan

Helen (non-council)

Patty

Nicholas (non-council)

Jason

Erin

Andrew

Jason

Danielle

Regrets Provided

Susan Bond

Calvin Won

Rumman Ferdaus

Rooney Lee

AGENDA

1. Call to Order

The meeting is called to order at 11:00am

2. Land Acknowledgement

3. Approval of Agenda

MOTION

MOVED: Bronwyn

SECONDED: Jason

Be it resolved that the agenda be approved as presented.

CARRIED/FAILED

4. Reports

MOTION

MOVED:

Matthew

SECONDED: Hugh

Be it resolved that the following be approved as presented:

1. Report of the Presidents
2. Report of the Treasurer

3. Report of Social Committee
4. Report of MISC-MUSSA Representative (Report to Council)
5. Report of Orientation Committee
6. Report of Survey Committee

- question from Robyn re: curriculum design surveys
 - Jamie: issues with past MISC governments using these evaluations against faculty; moving forward with surveys will require caution.
- Hugh: should there be a reporting mechanism for feedback to programs committee?
 - Jamie: questioned what programs committee actually has access to
 - Hugh: things are pretty open, course/program modifications use the committee as an approvals system. Programs committee ensures revisions are made when necessary
- Allen: noted that a number of students built an LIS survey with Jenna Hartel; Hartel would be the ideal person to get feedback from
- Jamie: class reps program is contentious amongst faculty, and will require a light touch for the first few semesters. Can be particularly touchy for untenured faculty.
- Emma: Hartel could be a champion for programs of this type. To mitigate issues, the class rep program will have very clear guidelines for conduct.
- Rachel: from a museum studies perspective, it can work well to go directly to the program director to address issues. It is important to respect privacy of students who come forward with issues, especially in discussions with administration.
- Jamie: reiterated that there is value to be taken from past experiences
- Emma; do people in the room know who program/concentration liaisons are? (generally people agreed)
 - Bronwyn: not sure about ARM
 - Rachel: Wendy, or Seamus Ross
- Hugh: programs committee can also be a valid method of providing feedback

7. Professional Development Chair

8. Steering Committee on the Inforum

- Jamie: committee has been struck, but it is confidential and information about members and goings on of the committee is limited
- people are welcome to be mad about it, etc
- Jamie and Emma can answer questions about the previous year's issues

9. Report from Tech Fund Representative

- Emma: do people know what the tech fund is? It is a fund that MI/MUS student pay into to purchase tech stuff for the faculty, including computers, chargers, etc
- Robyn: question about software
 - Jamie: that goes through a specific office for software purchases that is through the library centrally

10. Report Academic Affairs

- Hugh: hopes that the role can support student needs, create communication channels so students understand who can address their needs

11. Report Mental Health Working Group (iStudent for Mental Health)
- Robyn can be contacted for training opportunities related to mental health; information should go on the website?
- Jason: will add a link to the iMH website directly; will connect with Robyn directly
12. Report of the CRO
13. Report IM Conference

CARRIED/FAILED

5. Proposed Constitutional Amendments

5.1. Executive Title Changes

1. Treasurer to become VP Finance
 - a. BIRT that the position and accompanying duties designated to the Treasurer according to bylaw 4.2.7 be henceforth referred to as Vice President Finance.
2. Secretary to become VP Operations
 - a. BIRT that the position and accompanying duties designated to Secretary according to bylaw 4.2.6 be henceforth referred to as Vice President Operations.
3. Webmaster to become VP Communications
 - a. BIRT that the position and accompanying duties designated to the Webmaster according to bylaw 4.2.8 be henceforth referred to as Vice President Communications.

5.1.1 MOTION

MOVED: Jason SECONDED: Evelyn

Be it resolved that the proposed constitutional changes be approved as presented.

CARRIED/FAILED

The following item is tabled until a future meeting:

4. Vice President (title up for discussion) continues to serve as the first-year representative
 - a. BIRT that the position and accompanying duties designated to the Vice President according to bylaw 4.2.5 be henceforth referred to as Vice President First Year.

5.2 Mental Health Working Group

Discussion

Proposed: Elevate Mental Health Working Group to a Standing Committee with the budget, co-chairs, and institutional permanence that this designation affords.

5.3 Other Proposed Amendments

Discussion

Other constitutional possibilities: Official International student representation on Council; Official Response to the Truth and Reconciliation Commission Calls to Action; Tri-council collaboration.

- Hugh: need to consider the BI in this multi-council collab
- General comments about the status of the BI; not approved by the university because of provincial government funding stops; it is not clear when the program will receive full approval

6. Other Business

6.1 Faculty Council Representation

Amendments are being made to the Faculty Council Constitution, which would reduce student representation on FC. We want to get everyone's thoughts on this before taking an official position on the issue with the Faculty Council Executive Committee.

- Emma: executive council of faculty council is proposing to reduce the number of student seats from 18 to 8; MISC does not agree with this position because students make less than $\frac{1}{3}$ of FC and any faculty or staff member can technically vote.
- (generally) a lot of faculty never attend these meetings, if students are going to be capped, so should other forms of representation on the committee
- Jamie: the FC came to MISC collegially with these potential changes, Colin Anderson as rep is looking for ways to reduce the size of the council, in a way that is not advantageous for us
- Matthew: is attendance always an issue, or specifically at certain times?
- Jamie/Emma: the first meeting of 2018 had limited student attendance; if there were major issues to be addressed our representatives would make themselves available
- Evelyn: to look to institutional memory, FC 2 years ago had major attendance issues, focusing on actually getting people to attend is important
- Erin: important to note that within the faculty and admin, there are people who regularly attend and then many people who never attend. The issues with attendance are systemic

- Jamie: important to note that faculty get along, and many acknowledge the same issues as students, ex: class sizes are too big; provost decides how many people the program must accept. In MRAC, the admin dean plans to use these comments in her conversations with the provost to try and redistribute teaching
- Robyn: maybe carve out roles of FC representatives of MISC and corresponding roles of FC members
- Emma: faculty does not care how we elect or choose our representatives.
- Patty: who has to attend faculty council? the FC reps, presidents, MRAC, AAO, sometimes 1st year VP

6.2 Gendered Washrooms

Glen Cummings is seeking feedback on how to approach the future construction of washrooms in the Bissell building that best accommodate non-binary and Trans-identifying folks. A stop gap solution was the conversion of the men's washrooms on the 3rd and 6th floors to non-gendered washrooms, however, people typically just treat them as gendered washrooms still. Additionally, the universal washroom on the 4th floor was constructed.

Any ideas on how to effectively accommodate all gender expressions and identities are welcome!

- Evelyn: in her undergrad institution, changes were made to both women's and men's washrooms
- Nicholas: is there an accessibility rep?
- Jamie: not currently; the faculty is striking an accessibility committee for the first time this year?
- Jamie: will bring this to Glen
- Robyn: is there an issue making all the washrooms non-gender specific?
- Jamie: It is not always an issue; some people have raised concerns about feelings of security
- Evelyn: washroom renos should be equally non-gendered; if urinals are in 1 washroom, they should be in the other as well.
- Bronwyn: include signage for washrooms that is official, not simply paper

6.2 Advisory Committee on the Inforum

- Robyn: who should people get into contact with on this issue?
- Jamie: for more information on this reach out to Wendy Duff
- Inforum librarians were not invited to take part in this committee

6.3 Upcoming Teambuilding and Training

On October 20th, we will be hosting our team building and training exercise. Facilitators from Student Life will visit in the morning to facilitate group discussions as we re-work our mission statement. In the second half of our session, we will break out into groups to draft budgets and annual goals for each office, committee and representative group. Finally, we will come back as a team and share our thoughts for how to enact our mission statement and guiding visions in our behaviours and communications throughout the year.

What else would you like to see at this session? Here are some suggestions:

- Exploration of individual roles and responsibilities
- Clarification of how meetings are run
- Leadership and learning styles
- Collective visioning
- Free-style brainstorming

7. 2018/19 Budget

7.1. Budget is Presented

7.1.1 MOTION

MOVED:

SECONDED:

Be it resolved that the proposed budget be approved as presented.

CARRIED/FAILED

- Council will table this item for a week in order to compare the current budget to previous years' budgets

8. Adjournment

MOTION

MOVED: Bronwyn SECONDED: Matthew

Be it resolved that the meeting be adjourned.

CARRIED/FAILED

The meeting is adjourned at

Appendix A: Reports

Academic Affairs

Since early September I have attended several meetings on MISC's behalf: September 6's Committee on Standing meeting, September 13's Programs Committee meeting, and October 4's Programs Committee meeting. At September 6's Committee on Standing meeting, various motions were passed regarding requests for extensions to complete coursework, requests for late withdrawals, and requests to approve MI thesis titles and committees. At September 13's Programs Committee meeting, the Committee's bylaws and planning and operations guide were reviewed, a new special topics course entitled 'Global Histories of Disputed Archives and the Safeguarding of Cultural Heritage' was proposed, and minor modifications were proposed for the BI program. At October 4th's Programs Committee meeting the previously mentioned special topics course was approved, as was an additional special topics course entitled 'Power, Media and Technology.' Minor modifications were also proposed regarding the duration of cooperative education placements.

Tech Fund

- Purchase made over the summer
- Funding approval for iSkills workshops in September
- The first meeting to be held in October to finalize Tech Fund roles
- An announcement of MUSSA reps for Tech Fund.

Survey Working Group

MISC Survey Working Group 2018 Student Experience Survey Proposal

The Survey Working Group shall ensure that a Student Experience Survey gauging MISC's performance representing student issues and overall student satisfaction at the Faculty of Information be conducted at least once every academic year. The Working Group will also be responsible for presenting the data in a timely manner after the Survey has been conducted and publishing a summary of the data online. The Working Group may also take other surveys of the student body as needed.

Criteria to be Measured

- Awareness of MISC's mission and everyday affairs
- Ability to contact MISC
- Frequency of contacting MISC in the past
- Current opinion of MISC and actions taken so far
- Impact of MISC decisions and actions on student experience categories:

- Direct support (one on one, personal advocacy)
- Sense of Community (Classroom ambassador, social events)
- Advocacy (issues and concerns to administration)
- Professional Development (Networking, Skill Improvement, Photos)
- Overall satisfaction with time spent at Faculty of Information

Draft version of MISC Survey:

https://docs.google.com/forms/d/1cmARJLno_-AGWjmEgd0KBwSWG0mCC1gu79yhFyEAbIY/

Pass: MISC_PASS

Proposal for Two-Sample Comparison Survey

The Survey Working Group is proposing to conduct the Student Experience Survey twice during the 2018-2019 academic year to perform a two-sample comparison study to measure if any changes in MISC's performance or student satisfaction have occurred between the time of sampling student opinions.

Integration with Survey Projects from Inforum and Faculty of Information Administration

This year, the Survey Working Group plans on initiating a combined survey effort with the Inforum and Faculty of Information Administration to reduce possible cognitive burden from separate requests for survey entries to the student body. Currently, the Inforum is also working on producing a draft survey to present the idea to the Faculty of Information Administration.

iStudents for Mental Health

- Last spring, iMH offered a scholarship for Mental Health First Aid (MHFA) training for Librarians & Information Professionals. Four students received training: 1 CIPS, 1 LIS, and co-chairs Marta (LIS) & Robyn (UXD). We recommend this scholarship as an annual program of MHWG.
- In January 2019, Marta & Robyn will present a session at OLA Superconference with Inforum Librarian Kathleen Scheaffer. Presentation entitled 'Student Mental Health: Promotion, Advocacy, and Education'. Will include reflections on MHFA training.
- Study Music Listening and Studying Session this Friday Oct 5, 5-9pm. Plan to host every other Friday.
- iMH website & content development
 - Soliciting blog content. Critical reflections on MH topics related to Info & Museum studies/professions, and MH-related programs & policies at UofT.

- Podcast development, 'Info Bytes'. Short audio interviews with upper-year MI & MMSt students reflecting on their experiences, strategies, and development in the program.
- iTea Wellness workshop was well-attended, including many new members of iMH.
- Planning February panel discussion on University-Mandated Leave of Absence Policy (UMLAP) - to host in Inforum, panelist including Cynthia Messenger, UofT Faculty Association President who wrote on behalf of UTFA to oppose the UMLAP
- Clubs Showcase was successful for iMH. 9 new students. Correspondence continuing through email & weekly meetings. There is promise of MHWG continuing next year.

Conference Planning update

Information & Museum (IM) Conference 2019

Working Title/Theme: *Community Knowledge*

What is the relationship between the life of a community (or communities) and Information and Museum studies and practices?

- Looking forward to working with closely with MUSSA partners this year to plan & promote the conference in a way to gain more interest and attendance from Museum students

Finance Updates

General

- * 2018-19 GSU Head Grant application is ready for submission.
- * Fall Semester Levy Cheque (\$7,796.26) has been received and cashed.
- * Annual Audit preparation is in progress.

Student Sponsored Initiatives

- * Mentoring @ iSchool Pizza Lunch (Oct. 3rd) – \$250 - Approved by M.I.

Mental Health Working Group – Mental Health First Aid Scholarship

- * For audit purposes, all expenses regarding the Mental Health First Aid Scholarship program will be recorded as expenses for the 2018-19 year as all expenses were incurred after the fiscal year.

* This will have no effect on the MHWG's budget. This merely simplifies audit prep.

* In light of this, it is advised that measures be taken to ensure that expenses coincide with the fiscal year. This is especially pertinent as not doing so could cause some confusion for the incoming treasurer and/or working group members.

Budget Approval

* Budget is submitted for approval by council.

* See attached document for details.

MISC-MUSSA LIAISON REPORT TO MISC

Prepared by:

Evelyn Feldman | evelyn.feldman@mail.utoronto.ca

MUSSA has had two meetings (September 12 and October 3) and their AGM (September

17) since the start of the semester.

MUSSA Meeting September 12

I had a work shift and was not able to attend, but looked over the meeting minutes.

Largely arrangements for elections, reports from committees.

Erica Chi voted as CRO for elections, unanimously.

Nomination period September 17-23, election period September 24-30.

AGM September 17

Constitution Amendments

Major changes to the constitution:

President no longer runs the Twitter and Facebook account; a new position,

Social Media Manager, was created to fill that role.

Other minor changes and clarifications to council roles.

Added clause in election procedures that "if a position is left unfilled,

MUSSA is able to vote in a new or existing member to fulfill the position

without having to hold an election.”

Wording adjustments to remove “iSchool” and replace with “Faculty of Information.”

Added a clause so that MUSSA executive members can ask a MUSSA member to resign or be voted for removal if they are not fulfilling their duties, and vote in a new member to fill the role. The member being removed has the right to appeal the termination, and a two-thirds majority vote of the executive council is required for the removal. There was previously no clause at all for removing council members.

Budget discussed

Starting balance of \$3 772.01 carried over from last year.

\$3 350.00 expected in additional revenue from GSU head grant and merchandise sales.

\$3 895.00 expected in expenses for the year, leaving a projected year-end balance of \$3 227.01.

Field trip presented

Montreal, 3 nights; Nov. 5-8. Total cost is 55.00 (transit to/from and within Montreal a, museum admissions, one lunch), plus hotel room for the three nights (about \$130 total for all nights combined).

Trip was to open up to MI students on October 7th if not completely filled by MMSt students (there are 40 spots), but when I last checked there were only a couple spots left that were likely filled.

Museum Visits include Pointe-à-Callière, McCord Museum, Montreal Museum of Fine Arts, Centre d’histoire de Montréal, Montreal Holocaust Museum.

There will be a reading package for students going.

MUSSA Meeting October 3

I had a work shift and was not able to attend, but looked over the meeting minutes.

Largely introductions for new council members.

Election results!

Treasurer:

Karen Macke

Social Assistant:

Emma Puddicombe

Social Media Manager:

Kesang Nanglu

Musings Communication Officer:

Jordan Fee

Unfilled positions, voted in at meeting

Secretary

: Julie Suh

1st Year Rep:

Natalie Heaton

1st Year Tech Fund Rep:

Lauren McAusland

Committee on Standing Rep:

Lauren McAusland

Faculty Council Rep 3:

Natalie Heaton

Next MUSSA event is a board game night at Bampot tea. MUSSA is budgeting to cover part of the costs (covering some food), and students pay \$10. MMSt-students only.

Upcoming is the Ontario Museum Association Conference, November 24-26, which is

in Toronto this year so many MMSt students are attending.

Please let me know if you would like more information about anything discussed in this report.