



AGENDA of the December 2019 General Council Meeting

Claude T. Bissell Building, BL728
10 December, 2019 | 6:00-8:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement**
- 4. Approval of Agenda¹**
- 5. Approval of November 2019 MISC General Council Meeting Minutes²**
- 6. Old Business**
 - 6.1. Inforum Update (10 minutes)
- 7. MISC Operating Guidelines Document³**
- 8. Executive Reports**
 - 8.1. Report of the President
 - 8.2. Report of the EVP
 - 8.3. Report of the VP-Operations
 - 8.4. Report of the VP-Finance
 - 8.5. Report of the VP-Academic Affairs
 - 8.6. Report of the VP-Communications
 - 8.7. Motion to approve Executive Reports⁴
- 9. Committee & Representative Reports**
 - 9.1. MISC-MUSSA Liaison
 - 9.2. Social Committee

¹ **4.) MOTION:** BIRT that the MISC General Council approve the agenda as presented.

² **5.) MOTION:** BIRT that the MISC General Council approve the November 2019 MISC General Council meeting minutes as presented.

³ **7.) MOTION:** BIRT that the MISC General Council approve the MISC Operating Guidelines as presented

⁴ **8.7.) MOTION:** BIRT the MISC General Council approve the Executive reports as presented.

- 9.3. Survey Committee
- 9.4. Mental Health Committee
- 9.5. Professional Development Committee
- 9.6. Faculty Council
- 9.7. Alumni Association Representative
- 9.8. Graduate Students' Union Representatives
- 9.9. Tech Fund Representatives
- 9.10. Inforum Users' Advisory Committee
- 9.11. Motion to approve Committee & Representative Reports⁵

10. Working Groups

- 10.1. Accessibility Interests Working Group
- 10.2. Diversity Working Group
- 10.3. Part-Time Students' Working Group
- 10.4. Motion to approve Working Group Reports⁶

11. New Business

12. Other Discussion/Questions

13. Announcements

14. Adjournment

⁵ **9.11) MOTION:** BIRT the MISC General Council approve the Committee & Representative reports as presented.

⁶ **10.4) MOTION:** BIRT the MISC General Council approve the Working Group reports as presented.

3. Land Acknowledgement

We wish to acknowledge that we are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands.

Wing Lam Tse (Faculty Council Representative)	x		
Eric Hanson (Faculty Council Representative)		x	
Jillie Reimer (Faculty Council Representative)	x		
Kaitlyn Simpson (Faculty Council Representative)	x		
Victoria Yang (Faculty Council Representative)	x		
Guests (Present):			



December 2019 MISC General Council Meeting Minutes

Claude T. Bissell Building, BL 728
10 December 2019 | 6:00-8:00 pm

Roll Call

Name/Position	Present	Regrets	Absent
Patty Facy (President)	x		
Katy Czajkowski (Executive Vice President)	x		
McKinzey Manes (VP Operations)	x		
Jason Batten-Carew (VP Finance)	x		
Nicholas Lindsay Lewis (VP Academic Affairs)	x		
Gaurav Bamezai (VP Communications)	x		
Abigael Krueger (Social Co-Chair)	x		
Laura Windhorst (Social Co-Chair)	x		
Sharon Lam (Upper Year Survey Committee Co-Chair)	x		
Grace Chen (First Year Survey Committee Co-Chair)	x		
Val Masters (Upper Year MH Committee Co-Chair)	x		
Lena Zhao (First Year MH Committee Co-Chair)	x		
Akram Wahdan (Upper Year PD Co-Chair)			x
Savannah Li (First Year PD Co-Chair)			x
Sydney Stype (MISC-MUSSA Liaison)	x		
Cher-Ann Chai (Alumni Association Representative)	x		
Jessica Peng (First Year Social Committee Representative)	x		
Maya Pasternak (Tech Fund Representative, Upper Year)	x		
Vipasha Shaikh (Tech Fund Representative, Upper Year)	x		
Emily Waknine (Tech Fund Representative, First Year)	x		
Robyn Forman (GSU Representative)	x		
Lily Clarke (Faculty Council Representative)	x		

Agenda/Minutes

1. Call to Order

Meeting comes to order at 6:01 PM

2. Roll call (see page 1)

3. Land Acknowledgement by Laura.

4. Approval of Agenda

MOTION: BIRT the MISC General Council approve the agenda as presented.

MOVED: Vipasha SECONDED:

CARRIED/FAILED

5. Approval of November 2019 MISC General Council Meeting Minutes

MOTION: BIRT the MISC General Council approve the November 2019 MISC General Council meeting minutes as presented.

MOVED: Sydney SECONDED: Cher-Ann

CARRIED/FAILED

6. Old Business

6.1. Inform Update/Discussion (10 minutes)

Inforum will no longer be a library as of December. Last day of Inforum staff being staffed in Inforum will be December 20. Idea of managing course reserves falling to student practicum won't be feasible. Also working on solutions to prevent non-Fol students. iSkills and Tech Loans will continue.

Action: Purchase gift for librarians

7. MISC Operating Guidelines

MOTION: BIRT that the MISC General Council approve the creation of the MISC Operating Guidelines as presented.

MOVED: Vipasha SECONDED: Laura

Carried / Failed

8. Executive Reports

8.1. Report of the President (attached)

8.2. Report of the EVP

Past students have had IP sold without consent of students. EVP is investigating.

8.3. Report of the VP-Operations (none)

8.4. Report of the VP-Finance

8.5. Report of VP-Academic Affairs (attached)

Action: VP-Academic Affairs to send syllabuses for INF2210 and INF 2310 to VP-Finance.

8.6. Report of the VP-Communications

VP-Communications is making adjustments to MISC-y Business based on recipient feedback. Spoke with represent with Toronto District Supervisor for Toastmasters, just need to get the club registered.

8.7 MOTION: BIRT that the MISC General Council approve the Executive reports as presented.

MOVED: Laura SECONDED: Maya

CARRIED/FAILED

9. Committee & Representative Reports

9.1 MISC-MUSSA Liaison

Issues with instructor and content for one of the required courses.

9.2 Social Committee (attached)

9.3 Survey Committee (attached)

9.4 Mental Health Committee (attached)

Questions and discussions over accessibility of embedded counselor and also plans for promoting the embedded counselor as a resource in the Fol.

9.5 Professional Development Committee (none)

9.6 Faculty Council Representatives

Suggestions from MISC regarding altering course evaluations to better represent the actual sentiment from students.

9.7 Alumni Association Representative (attached)

9.8 Graduate Students' Union Representatives

AGM was meant to happen last Thursday, but meeting was two members short of quorum, so the AGM has been rescheduled for January.

9.9 Tech Fund Representatives (attached)

Extended discussion over purchase of software-defined radio technology.

9.10 Inforum Users' Advisory Committee (updated during item 6.1)

9.11 MOTION: BIRT the MISC General Council approve the committee and representative reports as presented.

MOVED: Sydney SECONDED: Vipasha

CARRIED/FAILED

10. Working Groups

10.1. Accessibility Interests Working Group (attached)

10.2. Diversity Working Group (attached)

10.3. Part-Time Students' Working Group

Hosted part-time student social.

10.4. MOTION: BIRT the MISC General Council approve the Working Group Reports as presented.

MOVED: Laura SECONDED: Val

CARRIED/FAILED

11. New Business

12. Other Discussion/Questions

- Question from students about DWG and attending council/committee meetings.
- Question from councilmember about who will take over iSkills when there is no longer any FTE librarians.
- Question from student about why non-UXD students do not have fob access to UX lab. Students who take courses in the UX lab (regardless of concentration) should have access to the lab.
 - **Action:** Look into access issues with UX lab.

- Further questions and discussions over potential legal ramifications of Tech Fund purchasing software-defined radio technology

14. Announcements

- Please take surveys!
- If you want to give out gift cards as a prize, speak to VP-Finance.
- Discussion of naming for 2020 Fol conference.

15. Adjournment

MOTION: Be it resolved that the meeting be adjourned.

MOVED: Nicholas SECONDED: Jillie

CARRIED/FAILED

The meeting is adjourned at 8:00 PM

President's Report

December 2019 MISC General Council Meeting

Recent Events/Updates

- **Holiday Bake Sale & Raffle with Librarians Without Borders UofT**
-> Raised \$724.55 for AbleGamers. Thanks again to the Tech Fund for providing us with 3 raffle prizes: an Instax camera and film; Fitbit tracker; and mini projector.
- **Student Choice Initiative**
-> Opt-out portal on Acorn has been suspended. Not yet clear if OVPS will honour decisions of students who already opted out, or whether we will receive payment through student fees retroactively. Still waiting for updates.

Initiatives in progress

- **International Student Representation**
-> Raised idea at Faculty Council, spoke briefly with Nadia Caidi (Professor and new Director of International Student Experience) about discussing the idea further. Idea would be to have one upper year representative and one first year representative elected OR appointed from elected students.
-> Katy raised excellent idea of surveying current international students for feedback on their needs before creating position.
-> **Would like input from Council Members on whether this role seems beneficial.**
- **Student lounge revitalization project**
Project to revitalize lounge by upgrading equipment and supplies in the room. Any volunteers from Council willing to participate are welcome! Tentative plan:
 - Mid-late December: purge unwanted or broken materials, tidy up space, assess which items are worth keeping in the space
 - Early-mid January: source new appliances and materials, submit requests to Tech Fund
 - Late January/early February: install new appliances and materials
- **Merchandise**
-> Navy and grey hoodies, navy and grey crewnecks, tote-bags, are confirmed items so far. Plan is to have merchandise ready to sell by end of February 2020.
-> Other small cheap/giveaway items could include stickers, erasers, buttons & pins.
- **MISC + FIAA Pecha Kucha Night**
-> Idea to collaborate with FIAA to host a PK night featuring one alumni from each concentration. Goal to have this take place early March 2020.

- **Graduation Awards**
 -> Raised point with FoI Awards Committee that the majority of convocation awards are targeted towards LIS and ARM students. Some are related to donors specifying a concentration/related course. Looking into the possibility of introducing new awards for students in other concentrations; will update as this develops next term.

- **MISC AGM & Town Hall**
 -> The AGM should take place before Spring elections in case there are major changes or additions to be made to Council Member positions. This would likely take place February 2020. Would like to combine this with a town hall style meeting with updates provided from Student Services as well and to make it interactive so that students can participate and ask questions.
 -> Also would be a chance for Student Services/new Dean to present building reno plans.

Other Updates

- Yoga at the Inforum to continue next term; 7 dates biweekly, this time between 12:00-1:00pm.
- #MeetMISC initiative: highest engagement posts on Instagram and Facebook, will continue doing this throughout the Winter semester.
- Exit report/handbook check-in: as we are halfway through the year it's a good time to make sure that Council Member handbooks are updated
- Hart House Farm trip: students have raised the idea of repeating this again this year. Trip would be a one night stay (departing ~11:00am, returning ~12:00pm next day). This was very labour intensive for one person to do alone last year so would require planning efforts from a committee. **To be discussed with General Council.**
 - **2019 trip expenses:**

Description	Expense
Expense: Food	\$ (550.48)
Expense: Fire	\$ (9.35)
Expense: Travel (schoobus) & Board	\$ (2,023.47)
Revenue: Tickets sold (\$20/student)	\$ 300.00
Total Expense:	\$ (2,583.30)
Total Revenue:	\$ 300.00
Total Cost:	\$ (2,283.30)

VP Academic Affairs Report

November/December 2019 MISC General Report



Key Meetings:

- November 14th, Programs Committee, (Chair Kelly Lyons)
- November 21st, MRAC, (Chair Jenna Hartel)
- November 28th, Information Faculty Council (Chair Lynne Howarth)
- December 5th, Programs Committee, (Chair Kelly Lyons)

Committee on Standing:

- Maintained electronic voting correspondence. Approved one late withdrawal request. Approved one new thesis title change. Voted on three other thesis titles changes and a supervisory committee change.

Programs Committee # 1:

- Cosmin Munteanu's **INF3XXH "Interaction Design"** (proposed by Leslie Shade) to be taught in January 2020 included MI learning outcomes to be approved at Dec. 5 meeting with inclusion of other kinds of interactions beyond voice interface; need for more breadth in readings; course-based ethics; assignments and assessments for PhD students

- Leslie Shade proposed a minor modification to new course proposal **INF2210 Human Values in Data Science**. Approved upon recommendations made to remove: reference to pre-requisites, first section of the calendar description, and limiting enrolment to 2nd year students

- Tony Tang proposed a minor modification to new course proposal **INF2310 Designing UX for Mixed Reality Systems** (proposed by Fiorella Foscarini). Approved after discussions on rubric for participation, project group work, assignments and grade breakdown.

- Prof. Foscarini removed legacy courses from our ACORN directory on the advice of feedback in consultations with focus group including with Profs. Stevenson, Ross and Krmpotich to determine courses subject to deactivation. This will change up the offering in the central databases by decommissioning some course titles and keeping & merging others after further evaluation.

- Prof Ross expressed concern losing Serials also recommended FI courses in French to be added to timetable.

- After official approval of the Guidelines & Procedures for the Student Evaluation of Teaching in Courses for the Faculty at our meeting on October 31, 2019, this meeting, we agreed to change the wording of question 13 from

“13. The course instructor (...) explained how course topics contributed to an overall understanding of the field (i.e. Archives, Knowledge Management, Museum Studies).”

To

“13. The course instructor (...) explained how course topics contributed to an overall understanding of the field.”

This is to be included in draft to bring to finalization at the Nov. 28 Faculty Council Meeting. Along with proposal for the closure of an existing program: CDP -ICCIT Honours BA and Master of Information.

-We discussed tutorials being taught by faculty instructors will having a setup to allow for student evaluation.

- Prof. Krmpotich reported on the successful trip to Ottawa, current portfolio project, potential internship opportunities outside of normal course schedules and is so reconsidering unconventional internships/hybrids.

- We approved B.I minor modification **INF314 Information Memory Culture** after Prof. Ratto shared feedback from the BI committee: grading breakdown, capacity to organize field trips, inclusion of decolonization and indigenous content. We discussed inclusion of institutions in the southern hemisphere, the weight of final assignment, and alternative audiences to public-facing blogs could include alumni or graduate students.

-Chair recommended programs liaison coordinate to consider staggering course final workloads to ensure students aren't overwhelmed.

Masters Recruitment and Admissions Committee:

- Shiva Vaghei, as our point person for the marketing and outreach process has been promoting iSchool at 23 outreach events and has connected with 900 prospective applicants to our programs; we still anticipate “summer melt”. Normal conversion rates are 2/3rds, so different feeder options are implemented to slow down rates.

- Integration of tech programs are suspected of increasing our number from the year before.

- Shiva has been engaging with students from application process and is hoping to gauge with senior external managers and our careers officer to continue our industry and community connections.

- Shiva is also considering redesign of promotional materials to include courses within the different information streams within pamphlet.

- Discussions were had regarding admissions process again along essay submissions. The committee agreed we are dedicated to making the process better for prospective students.

Information Faculty Council:

- Unable to attend and sent regrets. Details to be provided in President's Report.

Programs Committee # 2:

- Sherry (Office of Registrar) reported on our exchange program acceptances. 2 have been accepted to La Sorbonne in Paris, and 1 Japan at the University of Tokyo. Centre for International Experience (CIE) asks for our partnership. Sherry has asked the committee to evaluate "how open for business are we?" with regards to facilitating international student exchanges. School of Graduate Studies has indicated the students may take a total of 50% of credits taken outside of the university in collaboration with international programs.

- Kathleen Schaeffer, Director of the Inforum (until the end of school year) reported that we are to have no full-time librarians as of June 2020. Student services is slated to pick up some of the duties. She desires from committee resolutions to programmatic preserve specifically: KMDI Semaphore, Tech Fund, and Development Team for roster of current and new iSkills offerings. Inforum programs that require student, and academic staff input.

She advocated Daisy to replace herself on decision-making committees and will be given remaining authorities of retiring FTE librarians until she is to leave end of summer.

Committee expressed hesitation to take on programmatic decisions regarding iSkills workshop. Kathleen will return to committee to continue discussion on future of iSkills.

- Cosmin Munteanu's **INF3XXH "Interaction Design"** (proposed by Leslie Shade) was approved after suggested changes from previous meeting were implemented.

- Fiorella Foscarini, M.I. lead has finished her work on the decommissioning of inactive classes.

-MMSt lead Cara Krmpotich provided a document entitled: **Revisions to the Studies Students Learning Outcomes for Museum Studies Program**, where she replaced much of the verbiage of learning outcomes for relevancy and specificity sake. She systematically assigned learning goals to required course codes within the MMSt program.

-B.I. lead Matt Ratto is slated to bring two courses to committee next meeting offered in the summer for B.I. students including **INF402H Practicum** and a course being proposed by Dan Ryan **INF313H Computational Reasoning**.

-Chair Kelly Lyons led the discussion regarding developments on a new NDA document needed to reassert students' rights over their intellectual property as has been an issue brought up at higher-level Provost Committee meetings. In the cases where student work is developed from, in, or with consultation among third-party company sources all rights of student research have been reserved under the Faculty of Information's policies.

-Sessional instructors were found to have given student research-work rights, outside of practicums, to certain partnering private companies. Out of a total of three companies who had been working with us under their previous terms and NDAs, upon implementation of our new document we managed to retain one to continue working with us in the future.

Social Chairs November/December 2019 Report

Dec 8th, 2019

Abbey & Laura & Jessica

- We put one event this month: Free Breakfast
- We had to cancel/postpone our Trivia Event
- Collaborated with the survey committee to get feedback on the semester
- We made a tentative plan for next semester

Breakdown of Events:

Free Breakfast

We set up a free breakfast for students on Thursday Dec 5th in the lobby of Bissell. It was a success, with many students partaking.

Number of students attended: Approx 70

Food served: Muffins, croissants, bananas, yogurt, oranges, apples, coffee, tea, juice

Number of volunteers: 0

Total cost: \$180 approx

Trivia 2.0 - Postponed until Jan 9th

We were going to put on Trivia on Nov 28th, but ticket sales were very low and we had received feedback multiple times about students not feeling like they had time to attend. Since this event was requested by multiple parties and we would not meet the minimum required attendance (resulting in \$400 charge), we decided to postpone until January 8th.

Number of tickets purchased: 20 (we needed a minimum of 50)

Number of volunteers: 0

Total cost: \$0

MISC Social Survey

We wrote a survey and had it sent out by the Survey Committee. At first we anticipated that the survey would be finished on the 9th, but it will stay open into next semester to try and get more responses. We haven't been able to promote this specific survey on our social media platforms, and it seems to be getting lost with all the other surveys. Perhaps over Christmas and into the New Year when there is less stuff being promoted we can focus on getting responses.

Next Semester

(dates are subject to change)

- **January**
 - Trivia (Jan 9th)
 - Pub Night (Jan 23)
 - Coffee House (Jan 17th?)
- **February**
 - Pub Night (27th)
 - Valentine iTea
 - DTL (Drink, Talk, Learn)
 - Reading Week Intramural Extravaganza
- **March**
 - St Patrick's Pub Crawl (26th)
 - Karaoke Night or Snakes and Lattes/Lagers
 - Free Breakfast
- **April**
 - Pub Night Trivia (First Thursday)
 - iBall

Other

- **How might we get better attendance at events?**
 - How might MISC council members better support our social events?
 - How might we more effectively advertise/make students aware of our events?
 - Advertise adding the MISC iCalendar
 - Comms takes over social media advertising for us, to eliminate back and forth. Consistent reminders (first announcements, weekly of, day of)
 - Incorporate results of the survey

Survey Committee Co-Chairs' Report

December 2019 MISC General Council Meeting

November Work Items (Major)

- **Inforum Survey**
 - Duration: October 28 - November 14 (2.5 weeks)
 - A total of 97 responses were analysed and qualitative feedback comments were clustered to generate a report of recommendations organized by themes.
 - The **report was submitted November 18** to the Inforum Users Advisory Committee.
 - Once approved, the report will be published on the Survey Centre.
- **Accessibility in the iSchool Survey**
 - Duration: November 18 - December 2 (2 weeks)
 - 24 responses at closing
 - Survey results given to Accessibility Working Group
- **7/F Student Lounge Survey**
 - Duration: November 18 - December 2 (2 weeks)
 - 70 responses at closing
 - Survey results given to the President of the MISC General Council and affiliates
- **Yoga at the Inforum Survey**
 - Duration: November 25 - December 6 (~2 weeks)
 - 18 responses at closing
 - Survey results given to Chelsea Humphries
- **iSchool Student Fun Facts Survey (open)**
 - Duration: November 25 - December 16 (3 weeks)
 - 98 responses at time of report
 - Survey results to be given to Student Services/Lindsay Jackowetz
 - *Highly encourage MISC members to take this!*
- **MISC Social Committee Survey (open)**
 - Created in November, launched in December
 - Duration: December 2 - January 10 (40 days)
 - 11 responses at time of report
 - Survey results to be given to MISC Social Committee
- **MISC General Feedback**
 - Comments passed to relevant committees
- **Recruited Survey Committee members**
 - We recruited 3 members from the MI student body for the committee to help design the Annual Student Experience Survey (Jan/Feb 2020). Our aim is to make it more representative of student voices in the questions asked and how they are asked.
 - Numbers are limited for logistical reasons.
 - Application form advertised through the MISC newsletter and MISC Survey Centre.
 - Duration: November 18 - December 2

- 9 responses at closing
- Selection Process:
 - Hid all names and emails on the results sheet, and made independent decisions before comparing
 - Considered how candidates articulated their potential contributions to the survey committee, their reasons for wanting to join, and the skills and characteristics they would add
 - To the extent that could be discerned from the written descriptions, we aimed for diversity in what each student could bring to the committee
- **Report of past Survey Working Group achievements**
 - Taking stock of past procedures and survey questions. There are often no reports of the results, but there are some notes on process and decisions. Two years of work have been summarized.
 - Remaining four years currently on hold until Survey Committee members are finalized. Summarizing the work on one year's working group will be one of the assignments given to committee members so that they can become familiar with the history of the working groups as well.

Other Work Items (Minor)

- Contacted winners for gift cards (5 for Inforum, 3 for Accessibility, 3 for Lounge so far)
- "Fun Facts" prizes are from Student Services
- Separated raffle entry forms (collecting emails) from main surveys to de-identify data

General Announcements

- Current limit of two new surveys introduced in one week. They may run for two weeks, so **there could be a maximum of four in any given week**. Many groups and committees have wanted to run a survey before the semester ends, and while we attempted to stagger them, we also tried not to say no or delay anyone for too long.
- We are open to feedback from MISC General Council about whether this felt like too much.

Mental Health Committee (iStudents for Mental Health)

December 2019 MISC Report

Val Masters—Upper year co-chair

Lena Zhao—First year co-chair

Robyn Forman—Consultant

Collaborations:

- Inforum (Daisy and Kathleen)
 - Training for information professionals
 - Inforum seeks financial assistance from iMH in hosting a three-hour (skype) iSkills workshop by Ryan Dowd on homelessness and other mental health issues that information professionals will face in the field
 - We would be willing to contribute some money--but the majority would need to come from other sources (Dean, grant, etc)
 - Kathleen is interested in getting faculty involved with iShare
- Embedded Counselor (Tracey Doyle)
 - For iShare facilitation
 - Meeting Wednesday, Dec 11
- Play Well (Daisy)
 - Planning for iColor

Other things we did:

- Weekly meetings between Lena and Val on Fridays
- Lena and Val attended three two-hour GPS Conflict Resolution Fundamentals workshops
- Lena attended Play Well event
- Hosted an iMH members meeting
- Posted on our Facebook page about mental health events (therapy pups!) and Ryan Dowd's Libraries/homelessness free webinar
- Got Kathleen to book room 520 for two hours every Thursday for drop-in meditation at the request of an iMH member

Planning/in progress:

- iColor
- Safe TALK certificate program for suicide alterness iSkills workshop in collaboration with inforum (no cost to us, we just publicize and get our names on it :))
- Monthly iShare meetings for 2020
 - Potential collaborators
 - Tracey Doyle
 - Graduate Conflict Resolution Centre
 - Participants

- Students
- Faculty
- Staff
- Goals
 - Offer a space where people can talk about mental health
 - Increase connections among faculty, staff and students
 - Connect people with resources to address mental health
 - Destigmatize talking about mental health
 - Provide healthy food and fun gift bags
 - Recruit members for iMH and find people willing to manage social media and website
- To do
 - Confirm collaboration with Tracey Doyle and Grad CRC
 - Book room
 - Purchase food
 - Make gift bags (groovy raw hot chocolate kits)
 - Publicize
 - Inforum can make posters
 - Inforum instagram
 - Student Services newsletter
 - iMH Facebook
 - iMH Website
 - Member emails and reminders
 - Personal social media
 - Announce in classes

Tentative Schedule for Winter 2020:

- 16 January 2020: 1st iShare meeting
- 13 February 2020: 2nd iShare meeting
- 27 February 2020: proposed iColour date; time TBA
- 19 March 2020: 3rd iShare

iShare will take place at 12-1pm on Thursdays.

Proposed 2019-20 Budget iStudents for Mental Health - Dec 6, 2019						
Starting Budget:	1000					
Category	Item	Budget	Notes	Currently Spent	Available	Notes
Meeting Materials (iShare)						
max attendance	Meeting Food	300	First Member Meeting	78.67	221.33	75 per meeting max
	Gift Bags	200	Hot cocoa bags!		200	55 per meeting max
Special Events						
					0	
	Ryan Dowd Skype Session	400	Rest of \$ from outside sources		400	
	Safe TALK	0	Cost handled by Inforum		0	
	iColor	100	Val and Lena will contribute personal art		100	
	Play Well & iMH	0	Cost handled by Play Well		0	
					0	
Total		1000		78.67	921.33	
Last Updated: Dec 6, 2019						
Created by Val Masters and Lena Zhao						

MISC Faculty Council Representatives
Report to MISC General Council: December 2019

Prepared by Patty Facy

Noteworthy Discussion Points

- The Dean confirmed that they are going forward with new hires for 2020-2021
- Discussion of course evaluation process; at MISC's suggestion, faculty looking into adding course-specific open-ended question(s) to course eval form where students can provide feedback on course itself, separately from instructor.
- No update on Decanal search; December 20 given as tentative final date for announcement
- Makerspace moving to BL417 over the winter break
- BI students are having a holiday party on December 9, 2019

MISC Faculty Council Representatives & Concentrations

Patty Facy (Pres): President (on behalf of General Program Pathway - GPP)

Nicholas Lindsay-Lewis (VP-AA): HCDS

Katy Czajkowski (EVP): KMIM

Eric Hanson: UXD

Jillie Reimer: ARM

Kaitlyn Simpson: C&T

Lily Clarke: CIPS

Victoria Yang: LIS

Wing Lam Tse: ISD

MISC Dec. 2019 Report - Alumni Association Rep

FIAA met on November 13th (I was unable to attend).

Julietta Mikaelyan, the Careers Officer, was the special guest at the meeting. She spoke about the job shadowing program:

- She's considering using the same software platform used to select practicum opportunities for selecting job shadow hosts.
- The job shadowing program might be transferred to CLNx.
- She might develop a guidebook for students and hosts that includes information about the selection process, expectations, and professional etiquette for students.
- Apparently there have been student no-shows for the past couple of years, where students have signed up but haven't showed up or notified the hosts.
 - Is there a role for student organizations like MISC to remind students to show up or inform their hosts if they can't attend?
- There was also an idea to integrate "professional etiquette" into INF3900.

FIAA's next meeting is tomorrow (December 11th), at which they'll be hosting a send-off party for the Inforum librarians and staff.



Tech Fund Report

December 10, 2019 // Prepared for MISC

Maya Pasternak

Purchases for Student Bodies

- Door prizes for MISC / MUSSA
 - Hard Drives
 - Instax Camera and Film
 - Fitbit
 - Mini Projector
 - Power banks for phones
 - Wireless chargers
 - Beats Headphones
- A square for MISC
- An in-house camera for MUSINGS' documentation needs.



Financial Support for Students

- In keeping with the 2019-2020 Tech Fund budget, \$6,664.00 has been transferred to *MSL4000 Exhibitions Projects* for distribution to students' independent projects.

MMSt-related funding requests (related to collecting & exhibiting)***	11.90%	\$6,664.00
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Meeting Highlight

- Nov. 21, meeting with Dean Wendy Duff and Associate Dean Kelly Lyons to discuss financial transfer to *MSL4000 Exhibitions Projects*.
 - *The Dean cautioned against supplementing what should be faculty-funded because "We do not want students thinking that TF pays for what the faculty should be paying for."*
 - *Reps explain that the TF transfer is not "class support," it supports students' independent work*
 - ✓ Dean agrees to release funds immediately
 - ✓ Dean will look into whether *MSL4000 Exhibitions Projects* receives sufficient funding from the faculty.



Communications

- Posters (prints and on LCDs) in Inforum and by elevators to explain that TF has granted clemency for this year & all students have access to technology.
- New promotion in Inforum behind reference desk.

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Requests in Process

- Software-defined radio technologies
 - After reviewing this request with PhD student Brian Sutherland, who runs the workshop "Information on the Air," we were alerted to some things
 - Sutherland says, "I suggest you get the students to sign off on their understanding of the criminal code around privacy and interception laws... since these technologies can be used unlawfully -- simple possession might be construed as intent."
 - Creating an accompanying user manual would be a key part of this package.
 - Sutherland says, "if you guys can't afford everything, I might be able to pitch it to the PhD Tech Fund as a joint venture -- we have some money saved as well."
 - ✓ THERE'S A PHD TECH FUND!!
 - ✓ We've asked Brian if he is interested in taking the lead on this request and have us support the purchasing.
- Outstanding Surface Pros request
 - We've turned the topic over to Kathleen to confirm student needs and have a new list of equipment that we'll attend to in the new year.