



## AGENDA of the April 2020 General Council Meeting

Online - Zoom  
27 April, 2020 | 4:00-6:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Land Acknowledgement**
4. **Approval of Agenda<sup>1</sup>**
5. **Approval of February 2020 MISC General Council Meeting Minutes<sup>2</sup>**
6. **Approval of March 2020 MISC General Council Meeting Minutes<sup>3</sup>**
7. **Old Business (none)**
8. **Election Results**
  - 8.1. Election Results Ratification<sup>4</sup>
  - 8.2. Appointment of Interim third UTGSU representative<sup>5</sup>
9. **Class of 2020 Continuity Working Group<sup>6</sup>**
10. **Executive Reports**
  - 10.1. Report of the President
  - 10.2. Report of the EVP
  - 10.3. Report of the VP-Operations

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<sup>1</sup> **4.) MOTION:** BIRT the MISC General Council approve the agenda as presented.

<sup>2</sup> **5.) MOTION:** BIRT the MISC General Council approve the February 2020 MISC General Council meeting minutes as presented.

<sup>3</sup> **6.) MOTION:** BIRT the MISC General Council approve the March 2020 MISC General Council meeting minutes as presented.

<sup>4</sup> **8.1.) MOTION:** BIRT the MISC General Council accept MISC's Spring 2020 Election Results

<sup>5</sup> **8.2.) MOTION:** BIRT the MISC General Council approve **NAME TBD** as MISC's third UTGSU Representative until the election of the EVP in Fall 2020.

<sup>6</sup> **9.) MOTION:** BIRT the MISC General Council approve the creation of the Class of 2020 Continuity Working Group according to the terms presented; BIFRT the MISC General Council appoint Patty Facy as the working group chair.

- 10.4. Report of the VP-Finance<sup>7</sup>
- 10.5. Report of the VP-Academic Affairs
- 10.6. Report of the VP-Communications
- 10.7. Motion to approve Executive Reports<sup>8</sup>

## **11. Committee & Representative Reports**

- 11.1. MISC-MUSSA Liaison
- 11.2. Social Committee
- 11.3. Survey Committee
- 11.4. Mental Health Committee
- 11.5. Professional Development Committee
- 11.6. Faculty Council
- 11.7. Alumni Association Representative
- 11.8. Graduate Students' Union Representatives
- 11.9. International Student Representatives
- 11.10. Tech Fund Representatives
- 11.11. Inforum Users' Advisory Committee
- 11.12. Motion to approve Committee & Representative Reports<sup>9</sup>

## **12. Working Groups**

- 12.1. Accessibility Interests Working Group
- 12.2. Diversity Working Group
- 12.3. Part-Time Students' Working Group
- 12.4. Motion to approve Working Group Reports<sup>10</sup>

## **13. New Business**

## **14. Other Discussion/Questions**

## **15. Announcements**

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<sup>7</sup> **10.4.) MOTION:** BIRT the MISC General Council allow MISC's 2019-20 bank signatories to continue operating as bank signatories into the 2020-21 term until such time when social distancing measures end and the transfer of signing authority can be facilitated safely.

<sup>8</sup> **10.7.) MOTION:** BIRT the MISC General Council approve the Executive reports as presented.

<sup>9</sup> **11.12.) MOTION:** BIRT the MISC General Council approve the Committee & Representative reports as presented.

<sup>10</sup> **12.4.) MOTION:** BIRT the MISC General Council approve the Working Group reports as presented.

## 16. Adjournment



# April 2020 MISC General Council Meeting Minutes

Zoom - online  
27 April 2020 | 4:00-6:00

## Roll Call

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

<b>Eric Hanson</b> (Faculty Council Representative)	<b>x</b>		
<b>Jillie Reimer</b> (Faculty Council Representative)	<b>x</b>		
<b>Kaitlyn Simpson</b> (Faculty Council Representative)	<b>x</b>		
<b>Victoria Yang</b> (Faculty Council Representative)	<b>x</b>		
<b>Guests (Present):</b> - Andrew Micak, Sara Fontes, Laura Viselli, Alex Wong, Veronica Rutherford, Running Zhang, Adrian Petterson, Changhao Gao			

## Agenda/Minutes

### 1. Call to Order

*Meeting comes to order at 4:03 PM.*

### 2. Roll call (see page 1)

### 3. Land Acknowledgement by Patty

### 4. Approval of Agenda

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

MOVED: Maya SECONDED: Cher-Ann

**CARRIED/FAILED**

### 5. Approval of February 2020 MISC General Council Meeting Minutes

**MOTION:** BIRT the MISC General Council approve the February 2020 MISC General Council meeting minutes as presented.

MOVED: Jessica SECONDED: Eric

**CARRIED/FAILED**

### 6. Approval of March 2020 MISC General Council Meeting Minutes

**MOTION:** BIRT the MISC General Council approve the March 2020 MISC General Council meeting minutes as presented.

MOVED: Savannah SECONDED: Grace

**CARRIED/FAILED**

### 7. Old Business (none)

### 8. Election Results

**8.1 MOTION:** BIRT the MISC General Council accept MISC's Spring 2020 Election Results

MOVED: Savannah SECONDED: Sydney

**CARRIED/FAILED**

Abstentions: Katy

Question about operations since no VP-Finance or VP-Operations. President will work with executive team through summer until those positions are filled in the fall.



iSchool. Virtual lecture series in summer, and discussion about student engagement with virtual Inforum. Other ideas involved a podcast and potential breakout room discussions.

**10.6 Report of the VP-Communications (none)**

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

MOVED: Sydney                      SECONDED: Abbey

**CARRIED/FAILED**

**11. Committee & Representative Reports**

**11.1 MISC-MUSSA Liaison**

**11.2 Social Committee**

Hosted a few events, pizza party. Had to cancel end of year formal, and was able to get most deposits back but not for Hart House (will be applied as a credit). Planning on taking leftover money for formal and planning another event when possible again.

**11.3 Survey Committee (attached)**

**11.4 Mental Health Committee**

Managed to fit in one final event before university closed down, Librarians and Homelessness training with Ryan Dowd. Updated website, and sent out newsletter with information related to COVID-19.

**11.5 Professional Development Committee**

Had to postpone Employer Showcase. Created report of committee goal and tasks that committee completed over past year. Hoping to have a conversation with Julie, iSchool Careers Officer, about co-curricular learning program. Summer plan is to look for collaboration opportunities with MI mentorship program.

**11.6 Faculty Council Representatives**

Haven't met since previous MISC meeting. Upcoming meeting will include voting on Truth and Reconciliation Working Group.

**11.7 Alumni Association Representative (attached)**

**11.8 Graduate Students' Union Representatives**



**11.9 International Students Representatives (none)**

**11.10 Tech Fund Representatives**

Held a referendum to lower tech fund fee due to budget surplus, which passed. Now has faculty representatives. Purchases now have to be reported to Sherry Dang Lin.

**11.11 Inforum Users' Advisory Committee (none)**

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

MOVED: Savannah      SECONDED: Sydney

**CARRIED/FAILED**

**12. Working Groups**

**12.1 Accessibility Interests Working Group**

Offering grocery and pharmacy delivery for students. Partnering with a not-for-profit in the United States. Spring conference had to be rescheduled, looking at hosting another event in the near future when possible.

**12.2 Diversity Working Group (attached)**

**12.3 Part-Time Students' Working Group (attached)**

Looking to raise profile and get more involved with orientation events in the following year.

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

MOVED: Vipasha      SECONDED: Cher-Ann

**CARRIED/FAILED**

**13. New Business**

- Proposal for Podcast Website Working Group (attached)

**14. Other Discussion/Questions**

- Question about whether all classes will be online during the summer, or if it will be partially online. Answer so far is that classes will have to be online. Can't bring students back into school until the fall.
- Question for Tech Fund and how need for virtual experiences/immersion will be incorporated into Tech Fund purchasing. Answer is that that question would be more for the faculty, as Tech Fund is a more co-curricular resource.

- Question about continuation of iSkills workshops. Answer is that they will continue once we return to campus.

**15. Announcements**

**16. Adjournment**

**MOTION:** Be it resolved that the meeting be adjourned.

MOVED: Laura                      SECONDED: Savannah

**CARRIED/FAILED**

*The meeting is adjourned at 5:29 PM.*

## 8. Election Results

### 8.1. Election Results Ratification

The results of MISC's Spring 2020 Election Cycle is as follows:

Role	Elected
President	Katy Czajkowski
VP Finance	No candidates - to be elected Fall 2020
VP Operations	No candidates - to be elected Fall 2020
VP Communications	Alexandra Wong
VP Academic Affairs	Laura Viselli
Upper Year iStudents for Mental Health Committee Co-Chair	Changhao Gao
Upper Year Professional Development Committee Co-Chair	Savannah Li
Social Committee Co-Chair	Jessica Peng
Social Committee Co-Chair	Veronica Rutherford
Alumni Association (FIAA) Representative	Victoria Yang
Upper Year Survey Committee Co-Chair	Grace Chen
UTGSU Representative	Akshata Kulkarni
Upper Year Tech Fund Representative (#1)	Running Zhang
Upper Year Tech Fund Representative (#2)	No candidates - to be elected Fall 2020
Upper Year International Student Representative	Wing Lam Tse
MISC-MUSSA Liaison (appointed)	Sara Fontes

**MOTION:** BIRT the MISC General Council accept MISC's Spring 2020 Election Results

### 8.2. Appointment of Interim UTGSU Representative

**MOTION:**

Whereas there will be no elected third UTGSU representative for the summer 2020 term until the election of the Executive Vice President during Fall 2020 elections:

BIRT the MISC General Council appoint ??????? as MISC's third UTGSU representative until the election of the EVP in Fall 2020.

## 9. Class of 2020 Continuity Working Group (Proposal)

Prepared by Patty Facy

### Background:

In light of COVID-19 causing the cancellation of all end of term MISC events and the class of 2020 convocation, several graduating MI students (both on and off of MISC) have expressed interest in becoming involved with the planning/coordinating of the iSchool's belated class of 2020 convocation/graduation reception. In order for the 2020-21 MISC council to prioritize incoming/returning current students, I propose formally creating an ad-hoc MISC working group composed of graduating (class of 2020) students whose work would focus on wrapping up some of the key end of term activities cancelled due to COVID-19.

The terms of reference for the group are outlined below along with a motion to create the group.

The Class of 2020 Continuity Working Group Terms shall:

- Liaise with iSchool administration on all matters relating to the class of 2020 convocation/graduation celebration planning;
- Finish coordinating the distribution of outstanding 2019-20 merchandise to graduating students;
- Be allocated \$10,000 in funding from MISC during the 2020-21 term to put towards the convocation/end-of-year graduation celebration;
- Cease operating once all activities mentioned above have been completed or deemed not possible to complete.

**MOTION:** BIRT the MISC General Council approve the creation of the creation of the Class of 2020 Continuity Working Group according to the terms presented;

BIFRT the MISC General Council appoint Patty Facy as the working group chair.

Rationale for doing this:

- MISC's 2020-21 council should be focusing on current/incoming students; graduating student needs are an entirely different issue, and graduating students will have a better sense of what needs/requirements they need to have advocated for;
- Patty already participated in conversations with Dean Duff and the 2019-20 MUSSA President about what an eventual iSchool convocation/graduation celebration could look like and is willing to continue on with this;
- Why \$10,000?
  - We have ~~\$7,000~~ \$10,000 (corr. Apr 27) unspent in our 2019-20 budget from cancelled activities that can be transferred over. We also are awaiting another \$3,000-\$5,000 remaining in 2019-20 funding from the UTGSU and our MISC Society Fee.
  - This won't affect the budget or funding amounts that the 2020-21 council will otherwise have to work with.
- We just want to make sure that the class of 2020 gets the sendoff they deserve!

# President's Report

April 2020 MISC General Council Meeting

## Quick Updates since Feb 2020 meeting

- All MISC events scheduled for March 13 onwards cancelled. Exception was MISC's AGM + Town Hall which took place March 19th, 2020, which went well. Student Services answered questions mostly related to COVID-19 and Dean Duff gave a presentation on upcoming Bissell renovation plans.
- Faculty Council Executive Committee met to create terms of reference for a Truth and Reconciliation working group. Terms and working group creation to be voted on at April 30th Faculty Council meeting.
- Worked with McKinzey and Tech Fund to hold the Tech Fund referendum, which passed successfully. Fee change request was processed and is going through final level of approval today at a University Affairs Board meeting.
- My recent priorities have been Spring 2020 elections, new council onboarding/outgoing council offboarding, tech fund referendum logistics, Instructor Award vote, figuring out merchandise logistics, and COVID-19 student support.

## COVID-19 Updates

- MISC's response: [MISC Guide to COVID-19](#), [COVID-19 webpage](#) on MISC website, 3 virtual happy hour sessions, emails to MI student listserv with updates, emails back and forth with students who reached out with comments, advocacy for CR/NCR decisions
- 2-course CR/NCR option will not continue for summer session. Katy, Emma P. (MUSSA President) and I discussed spoke favourably towards extending CR/NCR throughout the summer which the iSchool tried to advocate for at SGS meetings, but ultimately SGS decided against it. Students who can still reach out to Student Services over the summer and request CR/NCR on an individual basis.
- June 2020 UofT-wide virtual graduation details still to be determined.
- Dean Duff confirmed there will be an iSchool-only convocation-style ceremony + reception for Spring 2020 graduates once social distancing measures end.

## End of Term Transition

- Please remember to cash your cheques before April 30th. **If you have any reimbursements still waiting to be processed please contact me/Jason ASAP.**
- MISC website will be updated with new council member info on April 30th.
- New council members have all MISC google drive access needed. Outgoing council members will have access to drive removed during the first/second week of May.
- Special end of term MISC-y Business to be sent out on April 30th.
- 2019-20 MISC Annual Report to be published on MISC website on April 30th.

## Final 2019-20 Projects Update

### Still In Progress

#### Merchandise

- Crewnecks for graduating students ordered and will be delivered to Patty's home for distribution
- Crewnecks for returning students to be delivered to Bissell once UofT reopens
- Tote bags also arrived and with Lindsay Jackowitz; to be brought to Bissell and distributed when UofT reopens
- "I am a Master of Information" stickers - council input needed on whether to purchase!
- Update to Feb 26 action item to reevaluate sticker pricing: 3 for \$5, 10 for \$10

#### Student Lounge Revamp

- Planned progress
  - ~~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 low cost materials, submit requests to Tech Fund~~
  - ~~Late January/early February: install new appliances and materials, propose lounge priorities/suggestions for additional changes to be made by 2020-21 council~~
- Current Status
  - New microwave installed in lounge. 2 were requested but only 1 was ordered.
  - Kettle, dongles, whiteboard materials arrived and are in the MISC office. Awaiting labelling before being put in the student lounge.
  - Up to 2020-21 council to decide if/how to proceed further. See [project summary](#) for update on what we've done so far + what more there is to do.
  - Anyone interested in getting involved with this next year should contact Katy.

#### Convocation Awards

- Raised idea of creating convocation awards for all concentrations at February Awards Committee meeting and the plan at the time was for MI Program Director to discuss with Concentration Liaisons with the goal of having awards in place for June 2020 graduation. Likely not a major priority right now but followed up with Sherry Lin for update.

### Successful/Complete Projects

- Alumni PechaKucha night
- Student Lounge Revamp (Phase I)
- Creating International Student Representative positions
- Hart House Farm 2020
- Yoga at the Inforum
- MI Winter Holiday Party
- Operating Guidelines creation
- Square system purchase
- Wet'suwet'en Bake Sale
- MISC + LWB Holiday Bake Sale

**VP Operations Report**  
**Master of Information Student Council**  
**27 April 2020 Meeting**

- Served as CRO for three elections in Spring 2020:
  - Tech Fund Referendum (March 27 - April 3)
  - Spring 2020 MISC General Council Election (March 31 - April 6)
  - Outstanding Instructor Award (April 20 – April 26)
- Saw higher participation than expected, given disruptions of COVID-19 Pandemic
  - Tech Fund Referendum: 72 votes
  - Spring 2020 MISC General Council Election: 89 votes
  - Outstanding Instructor Award: 77 votes
- All three elections ran smoothly, results announced in a timely manner (Congratulations to our new council members!)

## 1. 2019-20 MISC Budget Update

(Approved Nov 6, 2019; Updated Mar 17, 2020)

Projected 2019-20 Revenue			\$ 25,000.00
Actual 2019-20 Revenue			\$ 18,894.66
Category	Item	Budget	Expense
<b>General</b>			
	Meeting Food	\$ 1,000.00	\$ 1,073.71
	Bank Fees	\$ 96.00	\$ 129.44
	Audit Fee	\$ -	\$ -
	Office Supplies	\$ 300.00	\$ 283.71
	Contingency (5-10%)	\$ 1,250.00	\$ -
	Projects	\$ 2,000.00	\$ 4,548.25
	Awards & Recognition	\$ 100.00	\$ 181.51
<b>Social Committee</b>		\$ 9,000.00	\$ 3,362.55
<b>Prof. Dev. Committee</b>		\$ 2,000.00	\$ 713.92
<b>Survey Committee</b>		\$ 470.00	\$ 534.66
<b>Mental Health Committee</b>		\$ 1,000.00	\$ 862.26
<b>SSI Funding</b>		\$ 6,000.00	\$ 2,568.37
<b>Working Groups</b>			
	Accessibility	\$ 600.00	\$ 146.39
	Diversity	\$ 600.00	\$ 89.28
	PT Students	\$ 600.00	\$ -
<b>Total:</b>		<b>\$ 25,016.00</b>	\$ 14,494.05
<b>Budget Remaining:</b>			<b>\$ 10,521.95</b>
Last Updated: Apr 27, 2020			

### Budget Comments

- We're still awaiting \$3000-\$5000 in fee income (2nd UTGSU head grant instalment and 3rd MISC society fee instalment from UofT)
- ~\$2500 of projects expenses is the upfront cost of merchandise

## 2. Signing Authority

Due to COVID-19 restrictions and the absence of an elected VP Finance/VP Operations it won't be possible to complete the bank signing authority transfer until later in the summer/early fall when social distancing measures end. The 2019-20 signing authorities and



MISC VP Finance Report  
April 27, 2020

2020-21 MISC President agreed on a plan to extend the term of 2019-20 signatories until the bank transfer can be completed.

**MOTION:** BIRT the MISC General Council allow MISC's 2019-20 bank signatories to continue operating as bank signatories into the 2020-21 term until such time when social distancing measures end and the transfer of signing authority can be facilitated safely.

# Survey Committee Co-Chairs' Report

## April 2020 MISC General Council Meeting

### March Work Items (Major)

- **Tech Fund Survey**
  - February 24 - March 15 (3 weeks)
  - 25 responses
  - Survey results given to Tech Fund
- **Annual Student Experience Survey**
  - Launched and closed survey

### April Work Items (Major)

- **Annual Student Experience Survey Analysis**
  - March 9 - March 29 (3 weeks)
  - 162 responses
  - [Survey results](#)
  - Awarded prizes to 9 winners (made alternative arrangements for delivery/pickup)

### Other Work Items (Minor)

- Awarded 9 prizes for final survey raffle for cumulative entries from participating in surveys throughout the year (made alternative arrangements for delivery/pickup)

## Budget

Past Items	Cost	Notes
Inforum	\$50	Five \$10 Starbucks gift cards
Accessibility	\$15	Three \$5 Starbucks gift cards
Student Lounge	\$15	Three \$5 Starbucks gift cards
iSchool Fun Facts	\$0	Funded by Student Services
Yoga	\$10	Two \$10 Starbucks gift cards
Social Committee	\$15	Three \$5 Starbucks gift cards
Part-time Students	\$15	Three \$5 Starbucks gift cards
Professional Development	\$15	Three \$5 Starbucks gift cards
International Students	\$15	Three \$5 Starbucks gift cards
Tech Fund	\$0	Funded by Tech Fund
<b>Running Total</b>	<b>\$150</b>	
End-of-Year Items	Cost	Notes
Printing	\$15	Promotions for ASES
Annual Student Experience	\$50 + \$50 = \$100 + \$214.676*	Five \$10 Starbucks gift cards iSchool gear (donated by iSchool) Two \$25 MISC merch crewnecks Kindle and battery pack (\$214.67)*
Final Survey Raffle	\$32 + \$10 + \$100 = \$142 + \$199.99*	Four \$8 MISC merch tote bags 10 MISC merch stickers (\$10) Four \$25 MISC merch crewnecks BT noise-cancelling headphones (\$119.99)*
<b>Planned Total</b>	<b>\$257</b>	
<b>Projected Total</b>	<b>\$407</b>	\$63 left from \$470 allotted budget

\* The Tech Fund ended its financial year early, so the MISC took on funding for Tech Fund prizes. (~~\$334.66~~)

# MISC Apr. 2020 Report - Professional Development Committee

Akram and Savannah

## Employers Showcase

The Employers Showcase (March 17, 2020) was postponed.

## March and April Items

Transition report

## Committee Goals

The committee aims for the goals below to enable students to make the most of their experience at iSchool.

1. Explore career options by learning from alum and employers
2. Connect academia and real-world practice, focusing less on academic concentrations, but more on transferable skills
3. Develop skills that will be critical to the job search strategies, including writing a resume, cover letter, and interview preparations as well as other means to land jobs
4. Expand students' professional network and networking capacity
5. Experience the culture and work environment across sectors
6. Access mentorship opportunities with alumni and employers
  - o Introduce students to FIAA and professional associations
7. Unfold potential unthought-of career paths
8. Reach consensus on PD activities and definition by identifying key liaison individuals from each concentration to bring in the broader perspective about PD
9. Development and initialization of the student's PD framework

## Routine Tasks

Freq	Type of the events	Learning Objects Refer to goals	# Attendance	Location	Duration	Format	Resources
Annually	Employer showcase	1,2,4,5,6,7	60-100	Inforum	2hrs	In-person	Careers Officer FIAA
Termly	PD Student Committee	1,8,9	10	BL 417	1hr	In-person	Current students

Monthly	Information sessions by concentration - one for each concentration (until the end of this year)	1,2,4,5,6,7	30	BL 417	1hr	In-person Web con	Julie - Careers Officer FIAA
Weekly	Peer to peer drop-in clinics Resume Cover letter Portfolio Mock interviews	2,3	20-30	BL 417 Inforum	1hr	In-person	Current students Julie - Careers Officer Colin

## Summer Plans

- PD Web Page development
- Meet with Julie and learn about the Co-curricular Learning Committee at iSchool
- Virtual job search clinics
- Check in with Victoria and FIAA and the mentorship program @iSchool and seek for collaborate opportunities

## MISC April 2020 Report - Alumni Association Rep

- Alumni PechaKucha night on March 10 went really well! We had a good turnout of students and a few alumni attended as well.
- FIAA's April meeting was cancelled.
- Alumni Reunion (which was scheduled for May 28) is cancelled.
- The deadline for the FIAA Outstanding Student Award was April 10 but is now apparently on hold.

## **DIVERSITY WORKING GROUP REPORT TO MISC**

**Report submitted for Monday, April 26 2020 MISC Meeting**

### **EVENTS**

The two events that the MISC Diversity Working Group hosted at the end of February and beginning of March were both well-attended and successful.

- DWG Dance Party on February 27th 2020
- Sylla-Bye Deconstruct-a-Thon on March 5, 2020

### **OTHER INITIATIVES**

Members of the Diversity Working Group attended their respective Faculty of Information Focus Groups (LIS and ARM) in order to convey their feedback and concerns about their respective concentrations to the Faculty and the Dean, and overall felt like both sessions were constructive.

The intention of the Sylla-Bye Deconstruct-a-Thon was to prepare a report to present at the final Faculty Council Meeting in late May. However, with the chaotic circumstances surrounding COVID-19 that was unfortunately not possible. We are hopeful that many of the DWG's initial goals will be proactively addressed by the Faculty, including the creation of the TRC Working Group and the creation of three paid summer research assistant positions for DEI initiatives within the Faculty of Information that replicate many of the efforts that DWG members have been doing on an unpaid basis this past year.

## **APPLYING FOR FUNDING – STUDENT SPONSORED INITIATIVES (SSI)**

**(A) In order to apply for MISC SSI funding, applicants must first submit a detailed budget proposal to the MISC Treasurer, and;**

**(B) The budget proposal must contain the following items;**

**i. Contact information including:**

***a. Name of the Student(s) Applying for Funds***

Robyn Forman

Maggie Tadros

Stephen Lubin

***b. E-mail Address***

[RobynLForman@gmail.com](mailto:RobynLForman@gmail.com)

[Maggie.Tadros@mail.utoronto.ca](mailto:Maggie.Tadros@mail.utoronto.ca)

[Stephen.Lubin@mail.utoronto.ca](mailto:Stephen.Lubin@mail.utoronto.ca)

**ii. Where applicable, the student organization that is requesting the funds**

**iii. The name of the event**

Podcast Website Development and Launch: *Talking Museums & Information (TMI) Podcasts* [tentative title]

**iv. The date of the event**

May - October 2020, to potentially continue in the 2020-21 academic year.

**v. Summary of the event (major deliverables and outcomes)**

To design and launch a podcast hosting website to publish podcasts created and submitted to us by our fellow students. Students' podcasts featured on this website would address academic and/or professional topics related to information or museums, or topics related to grad student life at the iSchool or UofT.

Deliverables include:

1) Design and launch of the podcast hosting website, featuring at least six podcasts produced in Winter 2020 for the LIS Communities & Values course.

2) Documents on how to manage the technical/backend of the website, to pass on to future student managers of the site.

3) Collection of resource Links to help students create a podcast, e.g. reliable online tutorials, informational websites on software and hardware useful for podcasting, and a listing of resources available through libraries on and off campus such as workshops and borrowable hardware.



4) Mission statement and submission guidelines (reflecting the spirit of ideas expressed in this funding application).

5) Recommendations on how to elicit engagement between students and the platform, envisioning this as a publication similar to iJournal or Musings.

**vi. Itemized list of projected expenses for the event**

Cost Breakdown: This request is for funds to cover the cost of a podcast hosting website via Buzzsprout for 6 months. \$12/month x 6 months = \$72. Assuming this is American dollars, it would be approx \$102 CAD. Assuming sales tax 6.6%, the total would work out to about \$110 CAD. The reason to request funding for 6 months is that if the project continues, then new project leaders would request funding to continue covering the cost of the platform.

**vii. Total amount requested for the event**

\$110

**viii. Rationale statement explaining the reasons the student(s) or student organization is seeking MISC funding and how it benefits the student community as a whole**

Podcasting is an emerging digital medium to connect with others by sharing thoughtful stories, reflections, and conversations, in a socially affective way. This project to develop an iSchool podcast website can be envisioned and implemented 1) as a tool for innovation to support professional development of our students, and 2) as a channel for communication and community development among our students, i.e. by providing a platform to broadcast information, developments, and other insights of MISC and MUSSA committees, working groups, clubs, & other collaborations between iSchool community members, relevant to student life and professional development of our peers.

**(C) When possible, budget proposals must be submitted at least one month before the event takes place**

**(D) The Treasurer is obligated to consider any application made for MISC funding provided that the application meets all requirements as stated in paragraphs 4(B) and 4(C).**

## **Proposal to Create a Podcast Website Working Group**

**Submitted by Robyn Forman**

**April 26, 2020**

I would like to propose to create a working group to design and launch a podcast hosting website to publish podcasts created and submitted to us by fellow iSchool students. Acceptable podcasts would address academic and/or professional topics related to information or museums, or topics related to grad student life at the iSchool and/or UofT.

Aside from podcasts, additional content to feature on the website would be a collection of resources to help students create a podcast, e.g. reliable online tutorials, informational websites on software and hardware useful for podcasting, and a listing of resources available through libraries on and off campus such as workshops and borrowable hardware.

The initial collection of content would draw from the Communities & Values course. This past semester (Winter 2020), I worked with Prof. Caidi to support students in the Communities & Values course to produce podcasts for their final assignment. From this class, six groups have indicated they would be happy to have their podcast published to an iSchool podcast website. Nadia and I agree this would be a good platform to showcase iSchool students' podcasts.

Additional podcast content could be produced by MISC or MUSSA council members, standing committees, or working groups, to discuss their goals, projects, events, resources, etc. Podcasts would not need to be produced for coursework to be submitted and accepted.

The podcast hosting website can be designed and launched this summer (2020) with the help of one or two fellow students who have indicated their interest to work on this with myself. In addition, we would produce a mission statement, submission guidelines, and call for submissions to reflect the spirit of the ideas stated above.

Funding from Tech Fund could cover the cost of a podcast hosting website for six months. The reason to request funding for 6 months is that if the project continues, then new project leaders would request funding to continue covering the cost of the platform.

As I will be graduating in November, part of the project will be to seek continuing iSchool students interested to lead the project this coming year.

## Tech Fund Request

**Project Name:** Talking Museums & Information (TMI) Podcast Website (tentative title)

**Project Description:** To design and launch a podcast hosting website to publish podcasts created and submitted to us by our fellow students. Students' podcasts featured on this website would address academic and/or professional topics related to information or museums, or topics related to grad student life at the iSchool/UofT. This past semester (Winter 2020), I worked with Prof. Caidi to support students in her Communities & Values course to produce podcasts for their final assignment. From this class, six groups have indicated they would be happy to have their podcast published to an iSchool podcast website. This could be the first crop of podcasts published to launch this website.

**Amount:** \$110

Cost Breakdown: This request is for funds to cover the cost of a podcast hosting website via Buzzsprout for 6 months.  $\$12/\text{month} \times 6 \text{ months} = \$72$ . Assuming this is American dollars, it would be approx \$102 CAD. Assuming sales tax 6.6%, the total would work out to about \$110 CAD. The reason to request funding for 6 months is that if the project continues, then new project leaders would request funding to continue covering the cost of the platform.

**Contact:** [RobynLForman@gmail.com](mailto:RobynLForman@gmail.com)

**Organization:** Podcast Website Working Group

**Title:** Co-Chair

**iSchool Affiliation:** Masters of Information (MI) Student