



Master of Information Student Council

University of Toronto, Faculty of Information

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Claude Bissell Building, 7th Floor, Student Lounge

15 May, 2015 at 18:00

MISC Meeting

Minutes

Present: Christopher Hogendoorn, Sophia Kesik, Julia King, Nicole Kuiper, Karen Lees, Lillian Rigling, Dawn Walker

Regrets: Stephanie Abba, Mehreen Athar, Mia Clarkson, Katrina Cohen-Palacios, Emily Deere, Nikita Johnston, David Mason, Caeleigh Moffat, Calvin Tennakoon, NuRee Lee

Absent:

1. Approval of the agenda

- a. Moved – Julia, seconded – Nicole, carries unanimously

2. Approval of the minutes

- a. Moved – Karen, Seconded – Julia
- b. Discussion – If your exit report is missing contact your predecessor. If still absent by end of May, let Chris know and he will follow up
- c. Carries. 1 abstention

3. Business arising from the minutes

- a. Student survey – was extended by a week, and numbers substantially improved. Waiting for Diana to analyze
 - i. We must pick a name with a random number generator and buy the gift card!

4. Reports by Executives:

a. President (Christopher Hogendoorn)

- i. Adrian says MISC gets a presentation timeslot at recruitment event on July 25ish (and MUSSA)
 1. Tech fund wants representation
- ii. Replacement committee reps have been working – Good job and keep up notifying when unable to make a meeting
- iii. Executive meeting priorities:
 1. Increase interaction with clubs – Student Sponsored Initiatives fund underused – have lunch with all club presidents
 2. Get CRO recognized at graduation – get the Dean go talk to University – both programs would need to graduate on the same day
 3. Tidy the constitution – make missing a committee meeting an offense
 4. Perhaps improve/create a student guide
 5. Tech fund levy – referendum was supposed to happen last term, but in the fall is okay. Consider reducing the levy because there is a large surplus
 6. Participate in GSU's Professional Student Caucus
- iv. **Secretary (Karen Lees)**
 1. no report

b. Treasurer (Julia King)

- i. How the money works: we have a set budget – dictated by enrollment and grants from GSU reps. Allocation to be discussed with heads of committees.
- ii. For reimbursement: must have an itemized receipt (not just a debt receipt) and submit with cheque requisition request form
- iii. Tech fund is administered separately
- iv. Executive budget – for gavel(?) and elections

c. Webmaster (Caeleigh Moffat)

- i. no report

5. Reports by Committee Chairs:

a. Academic Affairs (Lillian Rigling)

- i. Emailed all profs of summer courses. Currently 4 out of 8 class reps – which is good
- ii. Professors with negative opinions of the class rep program view it as people looking for problems, but with no authority
- iii. Vision: purpose is for MISC to know what's going on in the classroom and give profs a connection to MISC
- iv. More vision: like the Arts and Science Union anti-calendar?
- v. Debate re publishing class rep reports: handbook says yes, but MISC hasn't been releasing them because they're identifiable and contain sensitive information – because class reps have been reporting on specific problems
 - 1. Info can be requested – what about faculty/staff?
 - 2. Specific problems with a class should go to Nadia Caidi?
 - 3. Therefore the position to be for general concerns
- vi. Make more of a two way street – reps can distribute info from MISC to classes
- vii. Make a retention schedule for the reports - we collect too much information for no purpose
- viii. Should there be a class experience form? – about workload, etc.
- ix. Can we effect change to when the school's class evaluations are due? (stretch goal)
- x. Survey faculty too! What can class reps do for faculty?

b. Professional Development (Julia King)

- i. Will get a first year rep in the fall

- ii. Goal: make it into an actual committee – to know what students want and have more help during events
- iii. Traditionally three big events
 - 1. **Social (Emily Deere & Lillian Rigling)**
- iv. Emily: please email ideas for social events
- v. Would also like to be more interactive i.e. have an actual committee
- vi. Take on some social media work
 - 1. Make an Instagram account
 - 2. January – employer showcase
 - 3. Spring – interview skills workshops and CV stuff
 - 4. Summer work panel
- vii. Alcohol at events!(MUSSA has alcohol) – Chris will follow up with Dean Ross
- viii. Chris’ suggestion: iBall – a more formal year end event with faculty – do handwritten invitations
- ix. BBQ

c. Merchandise (Mehreen Athar (Acting Chair))

- i. May 28th is Alumni Association’s iSchool Spring Reunion. Please get in touch if you’re available to help me host the merch table. Between 5:30-8pm.
- ii. June 12th is the iSchool Convocation Reception. I won’t be able to attend, please advise if a couple of people are free to set up a merch table for a couple of hours.
 - 1. Friday - Chris can help

6. Reports by Representatives:

a. MISC-MUSSA Liaison (Nikita Johnston)

- i. no report

b. Alumni Association (Mia Clarkson)

- i. no report
- c. Admissions Committee (David Mason)**
- i. The President attended the meeting in the stead of the regular representative. A written report is appended.
 - ii. Meet & Greet event recap
 - iii. Recruitment and admission event dates announced
- d. Student Tech Fund (Nuree Lee & Dawn Walker)**
- i. Hand off meeting – with Juno and Jordana.
 - ii. Everyone is set up for listserv
 - iii. Initiatives: Referendum, updating by-laws, more social – web presence, awareness – want students to submit requests, visibility with early MISC events
 - iv. Preparation for iSkills workshops – with Navroop
 - v. Tech fund/PD collaboration possible! Open to more collaboration ideas!
- e. Information Services Committee (Stephanie Abba & Sophia Kesik)**
- i. Sophia and Stephanie attended the April 10th meeting of the ISC. A written report is appended.
- f. Programs Committee (Calvin Tennakoon)**
- i. A written report is appended.
 - ii. Questions for Calvin:
 - 1. we want more information about the MRes – whose initiative, at what stage, why is it happening, will it replace thesis option, etc.
 - 2. Do we know who is teaching Social Entrepreneurship?
 - 3. Why is the digital media course not KMD?
- g. Committee on Standing (Nicole Kuiper)**
- i. The President attended the meetings in the stead of the regular representative. A written report is appended.

h. Faculty Council (Christopher Hogendoorn et al.)

- i. The May Faculty Council meeting was cancelled. The next meeting is on 12 June.

i. Graduate Students' Union (Lilly Rigling & Karen Lees (Acting Representatives))

- i. All three representatives attended the most recent meeting. A written report is appended.
- ii. Best practices document to be written for course unions
- iii. Tuition increase for both domestic and international students
- iv. Professional Students' Caucus has been created

7. New business

- a. Chairs for working groups needed – must meet twice per semester
 - i. Mental health
 - ii. Survey
 - iii. Part time students
- b. Referendum to be run at same time as fall elections?
- c. Can we pursue incoming students survey info?
- d. Do we need the working groups? Can mental health be combined with life and times? The concept of a working group implies a project with an end point.
 - i. Talk about when there's more people at the meetings
- e. Professional students caucus – what do they think/do about part time students?

8. Adjournment

- a. Moved by Julia, seconded by Sophia, carries unanimously

Appendix

Written reports

Recruitment and Admissions Committee Report

The most recent meeting was held on 30 April. The Recruitment Officer (Adrian Berg) provided a recap of the Meet & Greet event held for incoming students on 25 April. Approximately seventy new students were in attendance, and the survey which followed the event has indicated that it was generally enjoyed by all who attended. The one common concern which many students echoed was their desire to see more faculty attend the event. This has been noted, and the Recruitment Officer has already given notice of approximate dates for future recruitment events in order that faculty will make time to attend. The dates are as follows:

Information Day 1: 24 October, 2015

Information Day 2: 28 November, 2015

Information Day 3: 16 January, 2016

Information Day 4: 27 February, 2016

Meet & Greet: 23 April, 2016

The Recruitment Officer also announced the dates for 2016 admission to the faculty. These dates are as follows:

Applications open: 1 October, 2015

Deadline to apply with awards consideration: 31 January, 2016

Deadline to apply: 30 April, 2016

Deadline to submit documentation: 15 May, 2016

It was noted that the awards consideration deadline has been moved up by a month. This is to be more in line with other universities and their award dates, with the hope that we could offer awards earlier and increase the likelihood of students accepting offers. The remainder of the meeting was devoted to reviewing admissions. The date for the next meeting has not been determined.

Respectfully submitted 12 May, 2015 by Christopher Hogendoorn

Information Services Committee Report (Stephanie Abba & Sophia Kesik)

Sophia and Stephanie attended the April 10th meeting of the ISC. There was some question by the chair (Cara Krmpotich) prior to the meeting as to whether we would be recognized as voting members or considered as observers but in the end it was not an issue. The major item discussed was FIPPA policies, whether the guidelines are guidelines/best practices or requirements, and whether there is an “iSchool spin” to be put on them. There was some reluctance on the part of the committee to involve ourselves in this (that it should be done by the administration). Cara K. wants to send a template for members to work on (how do the guidelines mesh with our day-to-day practices and experiences, what is possible or not, why or why not). Stephanie emailed Cara K. on

May 8th to ask about this; Cara K. responded May 11th to say she would send it at some point.

We found out the potential members of the two Inforum Working Groups but since the people chosen had not all been informed or accepted at the time, we were asked to keep the names confidential for now. Stephanie emailed Cara K. about the status of this on May 8th; Cara K responded May 11th and confirmed the names:

“The 4th floor committee includes: Cara Krmpotich (Chair), Glenn Cumming (CAO of the Faculty), Lari Langford (Acting Director of Inforum), Elisa Sze, Kim Silk (alum), Patrick Keilty and Dawn Walker (student, MI).

The 5th floor committee includes: Cara Krmpotich (Chair), Glenn Cumming (CAO of the Faculty), Lari Langford (Acting Director of Inforum), Brian Cantwell Smith, Colin Furness (sessional/alum), Christoph Becker and Paul Weitzmann (student, MI).

We also have Andrea Ling from the University whose job it is to get projects like these up and running, and within University parameters. Other individuals from the University have roles to play providing specific info on the building itself (HVAC, occupancy, fire codes, accessibility, etc.) and the permissions/permitting processes.”

There is currently no date set for the next ISC meeting. (Stephanie emailed Cara K. on May 8th to ask about this. Cara K. responded May 11th and said no meeting was planned until the fall.)

Despite multiple emails to Janel Cheng and Junoh Kim (the previous holders of the ISC rep positions) no 2014-15 ISC Rep Exit Reports have been provided.

Programs Committee

The development of a Research Masters (MRes) is being initiated by Costis Dallas and Calvin Tennakoon, and will be used by the Dean for potential implementation. The degree will act as a lead-in for the Phd program as well as a back-up plan for Phd students who are unable to complete its requirements.

A new special topics course (*Social Entrepreneurship*) on strategic communication and social entrepreneurship has been approved for fall and will differ from the launching information ventures course as it will focus on the social element of entrepreneurship rather than the business elements.

The programs committee passed the proposal to make the ability for administration to access professor level blackboard access available in case of emergencies.

Digital Media Course (*Digital media at the crossroads*) was approved on principle alone on the grounds that it would be regulated by the Law and Music departments. This was done to create the groundwork for a potential future concentration or degree.

Committee on Standing

The most recent meeting was held on two separate days, 4 and 6 May, due to the lengthy agenda. The proceedings of the committee are entirely confidential, but the members take their role and the deliberations very seriously. Each case presented to the committee is considered individually, and the Chair (Lynne Howarth) consistently reminds everyone of the faculty-set

criteria for consider cases. The Committee on Standing considers matters pertaining to doctoral theses and their defence, late withdrawals from courses, and extensions for coursework beyond the term.

Respectfully submitted 12 May, 2015 by Christopher Hogendoorn

Graduate Students' Union

The most recent meeting was held on 27 April. The new equity statement was debuted and read at the beginning of the meeting, although it really needs to be edited for grammar and spelling. The most interesting thing to come out of the executive reports was that they are developing a “best practices” document for course unions. It was unclear what this document may contain, or whether or not following their “best practices” would have any bearing on receiving funding from the GSU. I can only speculate as to why they felt the need to draft such a document...

There will be a tuition increase of 5% for domestic students and 10% for international students, to take effect this year. If you have been complaining that you receive too many e-mails from MISC or the faculty, don't; some course unions and faculties don't know how to set up their own listservs, so we are ahead of the curve on this one.

There is a new Chair of the General Council, the appointment of whom was ratified at the meeting. As well, we elected an Executive-at-Large, whose term will be for twelve months. There will also be changes to how the union chooses a Chief Returning Officer for the general elections, due to issues which arose this year.

The litigation for both the CFS and the Callaghan lawsuits is ongoing, and finally, the Professional Students' Caucus has been voted into being, and will commence activities in the new academic year.

Respectfully submitted 12 May, 2015 by Christopher Hogendoorn