Master of Information Student Council
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Claude Bissell Building, 7th Floor, Student Lounge
25 June 2015, 19:00

MISC Meeting
Minutes

Present: Stephanie Abba, Mia Clarkson, Christopher Hogendoorn, Nicole Kuiper, Karen Lees, David Mason, Caeleigh Moffat, Lillian Rigling, Astoria Luzzi, Dawn Walker
Regrets: Nuree Lee, Calvin Tennakoon, Sophia Kesik
Absent: Mehreen Athar, Emily Deere, Nikita Johnston, Julia King, Katrina Cohen-Palacios

7:09 meeting called to order

1. **Approval of the agenda**

    a. Stephanie motioned and Mia seconded

    b. discussion: items added last minute

    c. approved unanimously

2. **Approval of the minutes**

    a. approved unanimously

3. **Business arising from the minutes**

    a. Re: working group discussion: it has been advised it's a bad idea to remove them immediately, so we still need chairs. The chairs are welcome to expand the activities of their working group

    b. Re: programs committee questions: Calvin answered via email:

        i. **The MRes** is still in very early prototype stages. It was brought forward by Costis Dallas as a fallback program for PhD students that were unable to

complete their degree as well as another method for students to explore the thesis option. It will not replace the current thesis option, but act as another alternative for students to choose. It would be a one-year program (i.e. twelve month, not just September to April or June), rather than two-year, course, as the UofT funds one year research masters degrees. It has gotten a lot of support from the Dean, but is still being planned out as an option. Anna Pralat is currently spearheading its development.

ii. **Social Entrepreneurship course** will be taught by Dr. David Nostbakken. As someone who has taken the Launching Information course (which seemed very similar) I asked for an explanation on how this course would be unique. I was told this course would focus on primarily non for profit business ventures and prioritize the communication element of business rather than the product development lifecycle found in the Launching Information Ventures course.

iii. **The Digital Discourse course** would not be KMD simply because of administration. As it is a joint with the cinema studies faculty it would be operated through the other faculty (for financial reasons from what I understand). Therefore, we would be registering it as a KMD course but as whatever the other faculty wants to register it as.

4. **Reports by Executives:**

   a. **President**

      i. Update on office cleanup and digitization project - see appended report from Mari Vihuri

      ii. On executive committee at faculty council

      iii. Approached by FIAA and Kathleen O'Brien (communications office) to meet in August and build bridges

      iv. Received notice that our audit exemption has been approved

      v. two cheques from financial services (delivered late) - to be cashed - re student levy

      vi. Adrien & new student day - giving presentation July 11

         1. Tech fund, part time working group, and FIAA ask-an-alum want representation

   b. **Vice President**

c. **Secretary**

      i. Delay in publishing minutes because wary of overlapping executive turnover. Will continue minutes as expected from now on.

d. **Treasurer**

      i. no report

e. **Webmaster**

      i. [Proposed changes to Webmaster responsibilities](#) - recommended by former Webmaster Mari Vihuri

           1. would require a constitutional amendment - advertised in advance of the next meeting

           2. will be individual clauses

      ii. updating bios on webpage

5. **Reports by Committee Chairs:**

a. **Academic Affairs**

      i. asked class reps about closed ended survey to get more response instead of open ended polarized responses.

      ii. will be asking for reports from the first round of summer half-length classes, contemplating the best timing

b. **Professional Development**

      i. No report

c. **Social**

  i. planning orientation: trying to coordinate with MUSSA especially to make CRO students feel involved (Also, apparently faculty are trying to make more CRO student only events)

    1. Everyone wants to do the bbq together

    2. MUSSA doesn't need to book space for a pubnight for 40ish students, so they won't contribute to the cost of a joint night

    3. general feeling of councilseems to be joint pub night if possible

    4. BBQ was inexplicably expensive last year

    5. want more second year attendance - will pay for this and take budget money from other orientation activities

  ii. mentoring program - leaders need more transparent and formal selection process

    1. MISC does not run the program, but perhaps we should. Faculty already think it does

    2. will require a constitutional amendment

    3. structure - under professional development? Under social?

    4. consider that all the work is during the summer, is a two person job

    5. will draft a motion to be considered at the next meeting that formalizes inclusion for mentor program under proposed committee, and change their role in constitution

 d. Merchandise

  i. No report

6. Reports by Representatives:

 a. Alumni Association

  i. No report, except FIAA wants to promote their ask-an-alum program

  ii. finished for the summer in April

b. **MISC-MUSSA Liaison**

    i.   No report

c. **Admissions Committee**

    i.   No report

d. **Faculty Council**

    i.   Faculty Council met on June 12th (Convocation Day) and despite difficulties reaching quorum, we did eventually do so. The main order of business was to approve removal of the language requirement for the MMST degree, which we did.

        1.   bilingual component always waived for years while still officially in program

    ii.   There was an oral report from Cara Krmpotich about the Inforum Working Groups, noting that the groups have met and [solicited feedback from iSchool constituent groups](#), and are working to create spaces that are "vital and inhabited". An ambitious/optimistic timeline has renovations/changes ready for Fall 2016.

    iii.   debuted new privacy policy, looking for feedback

        1.   scope: not their records management strategy, just privacy in general

    iv.   governance working group - report is online. restructures how stuff is run

    v.   Reimplementing associate deans

        1.   research - to provide direction for ongoing research because one the main concerns of external report was that there's a lot of great research going on but its disparate and needs collaboration, and phd students taking too long to finish.

        2.   academic - to direct programs

    vi.   faculty wants to offer one course in each program in French

    vii.   IPSI specialization to be a collaborative program? Currently only with one other faculty, hoping to open to other faculties and perspectives

    viii.   iTeas - Nalini was happy with attendance. so planning a biweekly model

    ix.   Inforum - Dawn informed about fourth floor plans

        1. (fifth floor plans include boardroom, fewer stacks. ready for 2016??)

        2. theres a lot of having to work with different areas and departments in the university (ACE, procurement, architecture firm)

        3. Menzies in a couple times to talk about structural issues

        4. more visioning than specifics - first two months spent understanding the planning, vision, requirements - paperwork with percentages of people in spaces, staff in different areas etc.

        5. in three or four months there will be a firmer vision - will call back working group

        6. Collection has been reduced. Construction will open up staff area, collection will be moved into former staff area

        7. part of floor will be 24 hours, collection and technology secured overnight

        8. talked a lot about coffee strategy to make the space vibrant - but difficult to set up selling food on campus (need a bid for service not allowed to have a tassimo, etc.)

        9. Was it a positive experience, was feedback being heard? Yes - the plan reflected what people were contributing to the meetings - can't do the pods because of the second story

        10. Want furniture thats easy to move and reconfigure for events

        11. Address fifth floor at next meeting?

e. Graduate Students' Union

    i.   No report

      f. **Student Tech Fund**

          i. See written report attached

      g. **Information Services Committee (Stephanie Abba & Sophia Kesik)**

          i. No meetings have occurred since the last MISC meeting and none are planned for this summer. A written report of committee-related information is appended.

      h. **Life and Times Committee**

          i. No report

      i. **Programs Committee**

          i. No report

      j. **Committee on Standing**

          i. No meetings currently planned for the rest of the summer. Email ballots circulated for addressing thesis matters. The Committee on Standing also considers late withdrawals from courses, as well as extensions for coursework beyond the term.

7. **New business**

      a. Discussed faculty turnover on committees

      b. BIRT MISC donate $500.00 toward the Wendy Newman Library Leadership Award the fund

          i. Chris motions, Stephanie seconds, carries unanimously

      c. Discussion on third-floor renovations

          i. short time fame, eh?

          ii. its not the ischool's room. office of space management. - wants to keep the room as two separate classrooms, because the divider was broken - can only

be moved once. - was installed as the building was being built - they're getting rid of it

      1. BL325 - office cluster - who owns it? Where is it? What is it?

    iii. possible restructuring of agenda process - watch out

d. Stephanie volunteers for co-chair of part time students working group

    iv. astoria - watching for fall interest

8. **Adjournment**

    a. Lillian motions, Nicole seconds, carries

Appendix

Written reports

Student Tech Fund Status

We are on track for meeting over the summer, had a substantial meeting in June with plans for our next early July. Topics covered included finalizing the 2014-15 Budget, working on the 2014-15 Annual Report and beginning to look ahead for 2015-16, in terms of capital purchases, workshops, referendum, communications strategy and roles and responsibilities. We did not achieve quorum so were unable to vote.

Since then we recently approved the ongoing partnership with the Faculty/KMD program for a reduced iSkills workshop offering in the Fall, the total cost is projected for for Tech Fund at $361.54.

We anticipate supplementing these offerings with additional workshops coordinated by the Tech Fund.

Further, we anticipate achieving quorum going forward and actioning on what was discussed in our previous meeting over the remaining summer months.

Information Services Committee Report (Stephanie Abba & Sophia Kesik)

a. No meetings are planned for this summer.

b. Committee members for the 2015-2016 year are:

        Chair: Cara Krmpotich
        Faculty: Christoph Becker/Leslie Shade, Sara Grimes, Susan Sim

        Director of Info Services: Lari Langford
        Librarian: Elisa Sze
        Director of iSchool Institute: (vacant)
        Registrar or designate: Adrian Berg
        Chief Admin Officer: Glenn Cumming
        MI students: Stephanie Abba, Sophia Kesik
        MSST student: Michelle Johnson
        PhD student: Emily Maemura
        Dean
        Chair of Council

d. No 2014-15 ISC Exit Reports have been provided by the outgoing reps. Faculty and staff ISC members remarked (outside of official meetings) that lack of student participation on committees can be damaging to MISC's reputation.

Update on office cleanup and digitization project

Mari Vihuri (former MISC member) has cleaned and reorganized the MISC office. All shelves and boxes are now appropriately labelled. Items that require follow up:

- There are two shelves in the cabinets that need to be sorted by the Merch Chair (the stack of old product catalogues, and the shelf marked "junk").
- There is also some tea in a DavidsTea bag that looks like it might be leftover from the mental health event raffle. Recommend contacting Leah Strudwick to confirm what to do with this.
- There are some books from Kids Can Press addressed to the CYA student group. Carolyn Dineen has been contacted, and she says these can be donated to the Children's Book Bank on CYA's behalf. Mari will take care of this.

Mari has also volunteered to digitize old student council documents this summer, because she has an auto-feed scanner at home. There are five boxes of documents to be digitized, containing documents back to the 1970s. The first of these five boxes has been digitized and can be found in the Google Drive under **0 Archive > 1 Digitized Files From Office**. Mari anticipates being able to finish digitizing these boxes by September, but may need to ask MISC to cover the cost of two cab rides so she can transport the rest of the boxes home and back.

A note on process: the contents are being digitized as-is, so no additional sorting is being done. The digitized files are being placed into folders based on the box, and then further into subfolders based on the labelling on the physical folder/binder, whether or not this labelling is accurate. All the files have been automatically OCR'd, so you can use the search feature on Google Drive to search the contents of these files.

Mari also encourages council to consider, in the future, having someone look through these files and put together some sort of exhibit--either a physical exhibit (outside the Inforum?) or an online exhibit (on the website). These files offer an interesting insight into the history of MISC and the Faculty of Information, and would be an interesting project. Funding, if needed, could potentially be solicited from FIAA.