

# UNAPPROVED



## Master of Information Student Council

University of Toronto, Faculty of Information

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Claude T. Bissell Building, Room 705A

20 November 2015, 17:00

## MISC Governing Council Meeting Agenda

**Attendance:** Karen Lees, Chelsea Misquith, Christopher Hogendoorn, Mia Clarkson, NuRee Lee, Nicole Kuiper, Stephanie Pegg, Danielle Klein, Tristan Smyth, Shevaun Ruby, Sari Gutman, Penney Pakravan, Keltie Laidlaw, Julia King

**Regrets:** Stephanie Abba, Emily Deere, Dawn Walker, David Mason, Sophia Kesik, Bertha Chan

1. BIRT the agenda for 20 November 2015 be adopted
  - moved by Mia, seconded by Nicole
    - no discussion
    - carries
2. BIRT the minutes from 19 October 2015 be adopted
  - moved by Tristan, seconded by Mia
    - no discussion
    - carries
3. Reports from members of the Executive Committee
  - President
    - Meeting with Dean Ross
      - expressed concern for students, content with outgoing process
    - Meeting with Assistant Dean Brown
      - Assistant Dean of registrarial and student services

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- cares a lot about student experience, wants to know how students & MISC feel about what we can do with her
  - wants ideas for collaboration - specifically in terms of student experience and support by faculty members, student peer support groups
  - wants to come to a council meeting - in December?
- Question - how much control does she have over course enrollment?
  - A: No control over structure, but some leeway with the details
  - Chelsea at GSU rep dinner - says multiple programs have problems with course enrollment, maybe talk to SGS
- Student Lounge Security
  - three non-school individuals have been identified in the lounge and two have stolen items.
  - Please don't prop open the door. Since fobs are free, access should not be a problem for students.
  - Question - are fobs mandatory? Do first years know about it?
    - They may still be poorly marketed
  - Comment - can we put a sign on the door?
    - A: yes, shortly
  - Comment - overhearing undergrads wanting to get into lounge - there are a lot of non-school students in the building for classes
- perhaps MISC will get an update about inforum renovation from Cara Krmpotich soon
- Vice President
  - Part-time students working group event
    - co-chairing with Stephanie Abba, will be Wed Nov 25, 5-6:30
    - part time student contacted chairs, may volunteer
  - Update on collaborative event with SEC, Queer@iSchool
    - Will be in January & geared toward inclusive resources for info professionals
  - MISC office hours/student concerns
    - volunteering to hold general office hours - to increase reach and approachability
    - Question - office or lobby - for visibility or confidentiality
    - if certain portfolios are coming up, the chairs can be asked to do hours

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- MISC meeting times available to all students
  - we need enough advance notice to put them on the calendar.
    - Chris - it's a problem with the calendar, but will make an effort to advertise meetings and organize them sooner
- Secretary
  - Webmaster and Secretary got access to the file uploads on the public website, so now the minutes are up to date there in addition to the drive
- Treasurer
  - GSU Head Grant
    - Received very last minute notice about GSU Head Grant.
    - reiterating the grant is linked to attendance, and the GSU reps really need to attend meetings
  - Also conducting an internal audit - met with last year's treasurer Lucy - audit exemption is due at end of December
- Webmaster
  - helping PD prepare page for employer showcase
  - Still requires information from new members to put on council members page!
- 4. Reports from the chairs of standing committees
  - Academic Affairs
    - receiving emails, and redirecting students to appropriate resource.
    - some representatives not understanding their (lack of) power, but next year there won't be many students who remember previous instructions
    - meeting with David as programs committee representative about ways that reports can be better - because programs committee is also discussing issues with evaluations
    - looking for a time for pizza for the class reps
    - Chris - please bring Barb Brown into programs committee/survey conversation
    - Chelsea - how can we get class reps to do announcements?
      - A: They are supposed to be personally inviting faculty to iBall, it's hit-and-miss whether they follow through, and only appropriate to advertise certain events this way
  - Social

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- iBall - now just for MI students, since PhDs and MUSSA were receptive of being invited but would not contribute money or work. Please invite faculty you know. iCrawl - planning is underway
- therapy dogs/puppies are being passed on to mental health working group
- looking into a surprise free coffee day
  - next semester the VP will do free coffee
- in January there will be trivia
  - probably on Friday - will continue to vary nights after a low turnout on a Thursday, and big events will not be on Fridays
- Chelsea - are there still guest tickets to iBall?
  - A: they are \$11.20, each person is restricted to one guest, and faculty want just students to be there
- Professional Development
  - Poster Workshop - December 2, 4-5:30 in 417 with a speaker from the science library - so students can make posters for spring conferences
  - linked event in late January about how to go to a conference, probably on a Wednesday
  - Employer Showcase - 15th of January, in the Inforum,
    - soliciting employers - if you have anyone you want to see, let PD know
  - applied for SGS grant to get money to do headshots - did not get the grant
    - should we spend our own money? Have quotes for photographers to set up a mini studio, take one or two shots for each student, and format for LinkedIn
    - BIRT the PD budget be increased by \$1000 for the purpose of a photoshoot for students at the employer showcase
      - moved by Julia, seconded by Shevaun
      - Discussion:
        - will only be at the employer showcase
        - is OLA offering the same service?
          - but other concentrations won't be there
        - will be entirely free for students
        - student survey shows professional development is important
        - would we prefer business cards instead?
          - also sourced at 27.99 for 250 cards - cheaper than student services
    - vote carries
    - received email from the restarted iJournal for an SSI (Single Student Initiative) request - they want \$7 for posters

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- BIRT misc shall grant a one time grant of 7\$ to the iJournal for advertising expenses
  - moved by Julia, seconded by Tristan.
  - Discussion: can this be combined for a larger amount?
    - they are planning a bigger request for the launch party
  - vote carries
- received concerns about events being only for MI and ARM students
  - offered organizational and financial support if they have any ideas
- Merchandise
  - Made a survey, comments varied
    - concrete requests included visible text instead of a logo, full zip hoodies, and button ideas on tshirts
    - results on google drive
    - Comment - the listserv used shouldn't have worked - MISC can send the survey from their account to get more responses
  - proposed new prices
    - pens buy one get one free, get metallic pens next
    - mugs, notebooks \$5. in comparison to staples and bookstore
    - water bottles, tshirts, usb \$10
  - looking at printing/licensing, and bookstore seems the best option
    - proposed new order: shirts, hoodies, mugs, reusable bags, hats, total cost \$2500 - budget increase to \$2700?
    - mockups will be posted on drive when received next week
  - Comment - can we do more inventory and sell old stuff?
  - Comment - the process should go on hold for new survey results and feedback about mockups
- 5. Reports from representatives to external committees and organizations
  - Alumni Association
    - setting up IP Sharp lecture December 2nd - all students invited, its an interesting talk with drinks, snacks, networking
    - in process of working with UNESCO to set up internships (still very preliminary)
    - donated to Wendy Newman award, and in process of determining whether award will be able to be offered in 2016 school year. There is red tape, but aiming for Sept. 2016
    - FIAA/SLA/THLA holiday party - open to students, there will be a magician
    - asked FIAA if they wanted to be involved with iBall - they would advertise it in newsletter, but not willing to give time/money

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- Ask An Alum now has an online form for requesting a mentor - they would like MISC's help to provide the link
  
- MISC/MUSSA Liaison
  - no report
  
- Admissions Committee
  - no report
  
- Graduate Students' Union
  - October 27 meeting
    - voted on CRO committee - three people
    - voted on second executive at large - Alex Bauer -
  - November 17 meeting
    - endorsed UTGSU staff supervisor, internal commissioner pay, TTC riders commission, Cycle TO's pilot bike lane
    - Ontario Not-For-Profit Corporations Act will require changes to GSU structure - will have an elected board of directors which would have liability insurance
      - unclear what the representatives roll will look like
      - the Policy Committee is handling the changes
  
- Tech Fund
  - see attached report
    - approved a purchase for wireless adaptors
    - met with all of reps
    - started referendum proposal for reintroducing levy - will bring to next meeting for voting or comments - considering reducing levy to \$25
    - holding an idea party - whether they'd like the levy continued, alternative tech fund ideas - Wed. 4:30-5:30
    - Comment - trouble with inforum computers - format changes when printing
      - Dawn already sent this to tech support
      - ask for Tony in inforum
      - Tech Fund just buys the computers, don't run them
  
- Information Services Committee
  - No report
  
- Life & Times Committee

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- a few iTeas have happened
- currently the only one on Mental Health iTea working group
  - will be organizing therapy dogs
  
- Programs Committee
  - no report
  
- Committee on Standing
  - no report
  
- Faculty Council
  - no report
  
- 6. Other business
  - Plans for MISC Survey - Nicole and Tristan
    - last year left recommendations on timing, to push it out earlier, to get more response - specifically the week before February reading week
    - might want to be involved in student evaluation conversation with David and Lillian - could there be one large student experience survey?
      - Programs Committee only focused on individual course evaluations
    - Considering why are we asking certain questions like student debt
    - Considering how to get feedback from more concentrations
  
  - Lillian and Mia the MI chairs for 2016 student conference - to be March 18 and 19
    - Theme is “defying conventions” - should speak to most student work
    - still looking for ISDor KMD concentrations for input.
    - need technical expertise, faculty advisors suggest adding someone to do website
    - will be applying for MISC funding, looking for keynote speakers, looking for venues
    - will have panels, posters, undergraduate posters, introducing lightning talks, and maybe ISD/KMD will do workshops
    - day and half conference with concurrent sessions instead of one long two day session
    - PD poster event will be a great combination
  
- 7. BIRT the meeting be adjourned
  - moved by Lillian, seconded by Julia
  - at 18:31

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## Report to Governing Council

### Student Tech Fund

November 20, 2015

#### Student Tech Fund Status

The following report summarizes what has happened at the last Student Tech Fund meeting (November 4, 2015) and updates on the Student Levy Refund and Referendum:

1. Recent Votes

- Approved ~\$50.00 **Purchase** of replacement Power Adaptor for Surface Tablet  
**VOTE PASSED UNANIMOUSLY**
- Approved ~\$350.00 **Purchase** of 3 x Bluetooth Keyboards  
**VOTE PASSED UNANIMOUSLY**
- Approved Tech Fund Representative Roles for 2015-16:

<b>Chair</b>	Dawn
<b>Secretary</b>	Bertha
<b>Treasurer</b>	Katherine (MUSSA)
<b>Workshops &amp; Events</b>	Yara (MUSSA)
<b>Referendum</b>	NuRee

**VOTE PASSED UNANIMOUSLY**

2. Student Levy Refund and Referendum

- Met with MUSSA and MISC leadership to discuss defunding on October 13, 2015, coming out of that a tentative path forward was identified; discussed in our November Tech Fund Meeting
- NuRee the main point of contact for Referendum issues, will occupy this role for the Academic Year



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- Referendum Proposal Document DRAFT and upcoming Event: Tech Fund Vision and Ideas Party to elicit feedback from iSchool Students

Submitted by Dawn on November 20, 2015