



Master of Information Student Council

University of Toronto, Faculty of Information

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Claude T. Bissell Building, Room 705A

11 December, 2015 17:00

MISC Governing Council Meeting

Minutes

Present: Christopher Hogendoorn, Chelsea Misquith, Karen Lees, David Mason, Emily Deere, Sophie Kesik, Rotem Anna Diamant, Lillian Rigling, NuRee Lee, Dawn Walker, Stephanie Pegg, Nicole Kuiper, Danielle Klein, Shevaun Ruby, Tristan Smyth, Sari Gutman, Julia King, Caeleigh Moffat

Regrets: Bertha Chan, Mia Clarkson, Paniz Pakravan, Stephanie Abba, Ling Lam

1. BIRT the agenda for 11 December 2015 be adopted

- Moved by Nicole, seconded by Stephanie, carries

2. BIRT the minutes from 20 November 2015 be adopted

- Moved by Danielle, seconded by David, carries

3. Introduction to Assistant Dean, Registrarial and Student Services Barbara Brown

- wants to facilitate improvements, audit practices, and start a dialogue with students, starting with coffee chats - groups of 15ish students
- Focusing on:
 - Are potential students getting the right information at the right time in the application process?
 - How can the sequence of the offer through the arrival be better - orientation, retention, what's blocking students from graduating?
 - How to measure outcomes, difference over time
 - student mental health
- Are there any comments? What kind of support can be offered to MISC?
 - Danielle - students in libraries and archives more active - so ISD and KMD need specialized effort, per concentration for example

- Nicole - have they addressed all the common questions about why things happen in the admissions process
- Nuree - managing expectations about courses - when they are offered - perhaps survey incoming students to see what their interests are
- David - need more transparency - for example, why things happen, why professors leave, why which courses happen
- Lillian - when there isn't transparency students assume negative things
- Danielle - growing class sizes & concern about learning experiences, students want to know what deliverables and learning outcomes they get out the class before they take it
- it's logical that iSchool students have these values of openness and information ethics; this discussion went well, increasing hope for coffee chats

4. Inforum Renovation Update by Dr. Cara Krmpotich

- Distributed basic plans for layout - the same plans presented at Faculty Council
- The university always designs electrical, structural etc. before design plans, so these are subject to change
- Aiming for a vibrant, lively, congregation space. focus on research and experience - scoped for research assistance, collaborative work, experimenting
 - no teaching spaces (ie the computer lab will not be a classroom)
 - includes standing tables, gallery wall (for curation and audience testing - for drilling/hanging, lighting)
 - soundproof rooms, 24 hour access with fob, stacks will be open to everybody 24 hours,
 - furniture will be movable, lots of outlets on ground, bring your own device concept
 - accepting that you can't please everyone - things you love and things you hate
- Need to use the 7th floor lounge over the summer to bring material in from the balcony
- But the whole building will be disrupted
 - Inforum to be relocated into Robarts for the renovation
 - no classes in Bissell this summer
 - will be getting rid of asbestos on 4th and 5th floors
 - possibly more projects on elevators, doors
- Stephanie Pegg - what about construction delays
 - working on contingency plans
- Christopher - what about lounge use by September - less risky to go overtime?
 - likely
- If construction is not finished, how to welcome students in a chaotic space? And keep them enthusiastic?
 - Julia - renovations happen, students may understand. Will alternative lounge space be in the summer?
 - Lillian - the faculty values groupwork, therefore alternatives are necessary
 - David - wants ischool specific space - to keep community
 - what would this space be worth?

- Dawn - work with a college?
 - can we work with the GSU? Or SGS?
 - NuRee - what about the campus police building
 - Danielle - students need regular updates, notice in advance
 - Tristan - professors encouraged to consider lack of space in their curriculum?
 - the Inforum will move in March, construction starts April 9th - so professors are already aware for winter courses!
- Conclusion: it's not ideal, but it is the best options and remember the benefits

5. Reports from members of the Executive Committee

a. President

- i. Lounge security update
 - A bearing in the door is broken, Glen Menzies has contacted locksmiths
 - Thank you for keeping the door closed
 - ii. Executive Committee (of Faculty Council) meeting
 - ALA accreditation increasing formalized structure - it's a seven year process, and they are looking at other kinds of accreditation

b. Vice President

- i. Student feedback (merch, iBall, kitchen supplies)
 - Held office hours, no one visited but they did email feedback comments:
 - dislike available merch designs
 - want iBall earlier
 - want cutlery in kitchen - Christopher will consider options
 - Council generally thinks people can bring their own cutlery
 - It's the faculty's kitchen, not MISC's responsibility
 - ii. Part-Time Students Working Group meeting
 - Four people turned out, little complaining
 - Planning event for next semester - maybe an online event
 - iii. MISC/SEC/Queer@iSchool event update
 - Working with Beck and an SEC rep, planned to be January 25, 4-6
 - Planning for 15-20 students to attend
 - Need money for refreshments
 - Christopher: make a budget for SSI funding

c. Secretary

- no report

d. Treasurer

- i. Head Grant due December 22
- ii. Audit Exemption extended to new year

e. Webmaster

- Who needs access to the drive?
 - General comment - everyone needs instructions to add it properly!
- Planning a systems back up over the break
- Worked with PD to create employer showcase page on website
- Next term - want to add more to clubs pages, social links...
- Fate of the faculty's ITS department has unknown ramifications on our site too

6. Reports from the chairs of standing committees

a. Academic Affairs

i. New class rep report form

- Asks for feedback on 4-5 specific questions
- Asked to submit both report we can publish and include the number of responses, and a report we can't publish if the rep dealt with any issues

ii. Policy for class rep announcements

- Require at least a week of classes before your event
- Nicole - when are they due? - no date given, but will remind before next term

b. Social

- Coffee and donut event had not enough donuts, too much coffee
- iBall is on Thursday
 - 120 people signed up
 - made some ticket sale money - \$90
- Booked space at O'Grady's for after the iBall
 - upstairs where the games are
- Just come, don't register - there are guest tickets left

c. Professional Development

i. Poster Workshop was a success

ii. Employer Showcase - will be Friday January 15th, talking to Isidora, poster is on the tvs

iii. SSI requests (see appended proposals)

1. iSchool Student Conference

- <https://drive.google.com/file/d/oB-IWSTTyNoo5WG9XMDhHXzlnZHM/view>
- Requesting \$1500 for a program, wine and cheese, catering, keynote speaker, publication, etc.
- Julia advises that their budget is very good, (event total \$6000)
- Rationalization that in the past the committee was able to start planning earlier and received grants

- moved by Julia, seconded by David, carries
- abstention - Lillian

2. CAPAL

- <https://drive.google.com/file/d/oB-lWSTTyNoo5akpCTEItWUlmNEo/view>
- Research day January 21, need \$170 for ads, refreshments, thank you cards
- BIRT MISC approves SSI funding requests for \$170
 - moved by Lillian, seconded by Sophia, carries

d. Merchandise

- i. Mini alumni event, Dec. 16 - all current available merchandise for sale - prices have been adjusted
- ii. Updated doc with costs, mock-ups, etc. - comments welcome
- iii. American Apparel Hoodies (Continue? Leave for now?)
- iv. No longer consider Wright>Ware as vendor due to insurance complication
- Lillian - concerned about scope of merch project, the plans seem to be changing and plans to buy more than perhaps necessary
- Penney, Chelsea, Christopher met to outline position
- What were the results of the new survey?
- General feeling - we should only get one new item?
- Danielle - should this be a multi-person committee?
 - Maybe should be the collective responsibility of executive or VP
 - Council still needs to approve all purchases
- how have sales worked before?
 - committee used to set up a table in the lobby. and at some alumni events.
 - perhaps collaborate with bake sale clubs when they are in the lobby
 - FIAA has not expressed interest in merchandise
- Dawn - should we donate current merchandise to get rid of it?
- Maybe free merch would be a good tradeoff for next year's students re renovation

7. Reports from representatives to external committees and organizations

a. Alumni Association

- no report

b. MISC/MUSSA Liaison

- no report

c. Admissions Committee

- November 19
 - Info Days - considering how to accommodate more attendees - like live streaming or running two sessions at once

- Aiming to bring in students from other backgrounds to increase the minority concentrations

d. Graduate Students' Union

- Tristan - AGM
 - Creation of online opt-out system for levy fees
 - Allocating \$100 000 for graduate travel to conferences - just one time?
 - Christopher - GEC met earlier, put forward notice to administration asking for conference funding
 - Caitlin Campisi - talking about restructuring - she wants to come visit a MISC meeting
- Chelsea - General Council Meeting
 - Referenda questions to be submitted in Jan

e. Tech Fund

- i. Held ideas party, got feedback
- ii. [Referendum statement proposal](#)

All students registered in the Master of Information program will contribute \$12.50 per session (no fee charged during Summer Session) for full-time students (for a total of \$25.00 for fall/winter period) and \$6.25 per session (no fee charged during Summer Session) for part-time students (for a total of \$12.50 for fall/winter period) towards the Student Technology Fund. The Student Technology Fund encourages learning, research and practical skill development through supporting workshops and contributing ICT (information and communications technology) resources for the Masters of Information (MI) and Masters of Museum Studies (MMSt) students (provided their referendum is successful). The collection of student fees starting the Fall term of 2016 for the Fund will be determined by this referendum.

I agree to the collection of the Student Technology Fund fees (as indicated above) to be automatically charged through ROSI/Acorn.

- Met with Mike and Kristen, have a timeline, phrasing based on last referendum
- Reduced amount of money from \$50 to \$25
- To be approved in January from MISC and MUSSA after Tech committee approves it

- iii. unknown impact of IT restructuring

- Christopher - Dean explained students will need to keep all the technology up to date, tech fund and the student councils need to find a way to do so, or consider this a good opportunity to end the tech fund.
 - Christoph Becker will liaise?
 - Central IT doesn't have enough time/resources to do this stuff
- Decision was made by university; Dean & Admin fighting for at least 14 months
 - University did an IT audit, and faculty was deficient in maintenance, inappropriate for security
 - In-class tech assistance should be faster
 - Website will be made into one and look nicer?
 - Students to go to Info Commons in Robarts for IT issues
 - But internal stuff is covered - very significant amount
 - Tech fund not addressed, listservs not addressed, project websites not addressed

f. Information Services Committee

- Discussed changes to IT staffing
 - concerns about lack of local services - what's going to happen to iSchool-specific things?
 - future of the Tech Fund - possible suggestion to turn Tech Fund into paid student position?
- Are faculty are leaning on the Tech Fund more than they need to be for course delivery?
 - allowed to use for class assignments, but cannot specifically purchase for class assignments
 - 4th floor classroom will no longer be a computer lab? It's a bring your own devices?
 - these computers and those in 224/225 were maintained by Tony
 - Will inforum things remain locked only to iSchool students?
 - FAQ document being produced
 - supposed to be prepared by the university, approved by the dean

g. Life & Times Committee

- Roving iTea and end of term celebration iTea happened recently
- Mental health working group & puppy parties - sent a request, will follow up in new year
 - Christopher - Re: meeting with Barbara Brown - she wants more structured peer support, and this could be added to the mental health working group mandate
 - for example, host support group during exam period

h. Programs Committee

- Dropped plan make practicum credit/non-credit
 - due to input from the instructor Vicky Whitmell, also some students need to maintain grade average

- Course evaluations - access will be given to entire university rather than ischool students, confirmed no negative repercussion for profs who want to opt out
- Bylaw changes for committee - to take on more responsibility, and ALA accreditation
- DAIS - changing requirements - open to more students
 - a non-accredited diploma - 8 credits
- Doctoral colloquium - inf 3007 - discontinued
- New graduate course - digital media distribution
 - Collaborative with Faculty of Music and Rotman

i. Committee on Standing

- no report

j. Faculty Council

- The Nelson Mandela internship is no more (someone got hurt a couple years ago)
- They are also working on UNESCO internship
- Received the same update on renovations
- Siobhan Stevenson explained coop program
 - 31 students have been accepted (with zero positions)
 - Isidora and Siobhan finding positions
 - Students can also find their own co-op positions
 - Stephanie Pegg - people enrolled in certain concentration need to unenroll to fulfill requirements - KMD and year long project - was this foreseen?
- Remember the FIAA research grant

8. Other business

- Continued discussion Re: lounge displacement
 - Q: do we need to motion a statement?
 - A: the school can make decisions about lounge without MISC approval, asking is a courtesy. By working together we may get an agreeable replacement space.
 - Christopher will write letter explaining MISC's position
 - Can the iSchool lease the space in the building that they don't own?
 - Perhaps next year's social committee can hold more events to create community if lounge is still unavailable

9. BIRT the meeting be adjourned

- Moved by Chelsea, seconded by Tristan, carries

Reports to Governing Council

Information Services Committee

The Information Services Committee met on December 3rd 2015.

1. Changes in IT Providers and Staffing
2. Inforum Renovations Update
3. Info Services Committee Soul-Searching

1. Changes in IT Providers and Staffing

-The bulk of the discussion was about the recent changes in IT providers to the iSchool (from localized on-site via the iSchool IT Department to U of T via ACE-ITS-ACT) and related staffing changes (the termination/laying off of Alex and Tony). Dean Ross was present and repeated that it was not a financial decision but a risk management decision; after the breaches/hacks over the summer it was felt there were risk issues that the iSchool could not handle on its own. (It was asked if the level of staffing – and lack of staff due to people not being replaced over time – spoke to the elevated risk being linked to financial issues, and Dean Ross agreed that it was.)

-Administrative staff expressed concern about the level of service for student services without on-site/localized IT.

-Student representatives expressed concern about lack of localized service, lack of service for Tech Fund items and administration, and that the memo from the Dean about this situation from November 26th was not circulated to students at the same time as or even after it went to faculty and staff. (Faculty and staff were surprised when told students had not received any communication about this at all. A memo from ISC Chair Cara Krmpotich was circulated by email to the MI and MMST mailing lists on December 8th with some information about the situation.)

-There was more discussion about the Tech Fund and how it is affected by this. Dean Ross said he was in discussion with Chris H. and the MMST president. The main point was that he says the current model is not sustainable – he would like students to ‘figure it out for themselves’. (He suggested that Tech Fund money be used to pay students to manage Tech Fund items.) Dean Ross said Tony will still be doing Tech Fund tasks until he leaves – Christoph Becker felt that was contrary to what Tony had told him. The three of them were going to meet to discuss it.

-While discussing the Tech Fund it was also raised that while tech items purchased by Tech Fund are eligible to be used in classrooms and even for specific assignments, items cannot be purchased by the Tech Fund *specifically for* those courses or assignments. If they are purchased and then leveraged that is one thing, but buying something *for a course* is not OK. It was also pointed out that even though items from the tech fund may not have been purchased specifically for a certain course or assignment, because they are used heavily for some courses, the quality of course delivery may change or decline if Tech Fund items cease to be available.

-FAQs about the changes and transitions (prepared by Glenn Cumming) will be circulated to students, staff, and faculty before the winter break begins. ISC members offered to assist with this process but it was not clear that our help was wanted or accepted.

-Question: is there a contingency plan if Tony leaves before his currently-planned last day in April? Answer: NO.

-Question: who monitors ITS – ACE – ACT and their service delivery? Answer: Not clear.

2. Inforum Renovations Update

-The renovations are scheduled to start April 9th and will be chaotic and disruptive.

-The Inforum staff and collection will be moving to Robarts for the duration.

-The renovations are likely going to last right up until the day before classes start in September.

-Design drawings should be available by January. (Keep an eye out for an email from Cara K via Kathleen O’Brien about this.)

3. Info Services Committee Soul-Searching

-Questions were raised about the terms of reference and bylaws for the committee given that we are ‘overseeing’ a department that no longer exists.

-Questions were raised about the iSchool website and if moving forward on it is part of the ISC’s mandate.

There were no immediate answers to these questions.

Respectfully submitted,
Stephanie Abba and Sophia Kesik

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:

Chair	Dawn
Secretary	Bertha
Treasurer	Katherine (MUSSA)
Workshops & Events	Yara (MUSSA)
Referendum	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
- 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

SSI Requests

Student Conference:

<https://drive.google.com/file/d/oB-lWSTTyNoo5WG9XMDhHXzlnZHM/view>

CAPAL

<https://drive.google.com/file/d/oB-lWSTTyNoo5akpCTEItWUlmNEo/view>