



Master of Information Student Council

University of Toronto, Faculty of Information
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Claude T. Bissell Building, Room 705A
29 January, 2016, 17:20

MISC Governing Council Meeting

Minutes

Present: Christopher Hogendoorn, Nikita Johnston, Stephanie Abba, Emily Deere, Caeleigh Moffat, Lillian Rigling, Shevaun Ruby, Nicole Kuiper, Tristan Smyth, Keltie Laidlaw, Karen Lees, Jessica, Danielle, Rotem Diamant, Penney Pakravan, Dawn Walker, NuRee Lee, Chelsea Misquith, Sophia Kesik, Elizabeth Spalding, Mia Clarkson

Regrets: Julia King, Bertha Chan, Sari Gutman, David Mason

- Meeting called to order at 17:23
- 1. **BIRT the agenda for 29 January, 2016 be adopted**
 - Moved by Nicole, seconded by Sophia, passes
- 2. **BIRT the minutes from 11 December, 2015 be adopted**
 - Moved by Chelsea, seconded by Tristan, passes
- 3. **Working Group Updates**
 - a. **Survey**
 - i. **Recap of Meeting with Barb Brown**
 - Aim of meeting was to get the administration's perspective about student collected feedback, because several survey questions fall in their realm
 - Barb thinks it's important to gather feedback from other students and will read all MISC's reports
 - General agreement that questions should be from the right parties - for example, debt and work hours are non-actionable, and asking them misleads students about MISC's scope and purpose
 - Instead, the survey should focus on providing key priorities, and issues management

ii. Working Group Plans and Timelines

- Proposed new survey shall be ready for MISC's approval in the February meeting, and aiming for the results to be compiled by final meeting of term for the transition with new MISC members

iii. Questions for MISC

- For comment: should questions about Tech Fund be included? Or should it be a separate survey?
 - NuRee suggests keeping the questions because when a separate group asks for opinions it may result in different answers and a better scope of information for Tech Fund.
- Would like to list events that MISC hosted for feedback
- For comment: how to approach asking about classes is the biggest challenge - how to elicit characteristics of favourite and least favourite, recommendations
 - Lillian: many complaints are for required courses, which means those comments aren't relevant to student choices if the courses are mandatory anyway
 - Rotem - insight from Programs Committee suggests restructuring is possible, so MISC should keep course questions included in the survey
 - Nikita: Perhaps ask students to evaluate assignments rather than courses, because faculty can take those comments into consideration
 - Christopher: while results can be brought to Faculty Council, the main audience is MISC and should only include what MISC needs
- More comments:
 - Dawn: Are we asking about Inforum facilities?
 - iskills could work with AIS for feedback
 - Danielle: non-ARM/LIS students feel disenfranchised - because of this culture the students aren't as receptive to requests from MISC (as well as being a separate problem that requires specific questions). for example, not enough courses offered, relevant career panellists

b. Mental Health

- Holding meetings this week
- Mental Health iTea to be February 10, with a guest speaker from Gerstein Crisis Centre and Healthy Grad Crew
- Regarding puppy parties, still waiting for response from St. John's Ambulance Toronto Chapter

c. Part-time Students

- no report

4. Tech Fund

a. Please see [appended report](#).

- Approved two requests for funds and a workshop
- Deferring student levy referendum, because they could not meet with the Dean, cannot plan for the unknown impact of Inforum renovation, and still require more answers from IT restructuring.
 - It would be irresponsible to collect money without spending it and without a strategy to address student needs
 - Will continue to operate this year in the same manner and provide extensive transition guidance for next year's students should they wish to restart the Student Tech Fund

5. Reports from members of the Executive Committee

a. President

i. Faculty Council Representative resignation

- Stephanie Pegg resigned because of changing time commitments. The position will not be refilled because it's only one seat of many on Faculty Council. Stephanie will continue participating with the Mental Health Working Group

ii. Undergraduate students' lounge access

- Undergraduate program connected to our faculty at UTM had their own lounge when taking a course here, but it got shut down and they have been granted access to this lounge.

iii. Summer lounge access

- Update: there will likely be classes in the building this summer, because they all start after 5, while construction finishes by 5 - so classes can safely operate.
- Lounge use is still to be determined
- Contract has not gone out to tender yet - but construction is supposed to start in April
 - Dawn explains they have a small pool of university-approved companies so the timeline is still within reason

iv. Gender-neutral washroom

- Faculty planning to install a gender neutral washroom in the building, after inquiries by a couple students, and the faculty wanted this already. Christopher will attend the next meeting.
 - Dawn asks to make sure the washroom will be fully accessible

v. **Merchandise Committee Chair meeting**

- Chair pursued an unauthorized purchase (because the council didn't vote on the purchase). The order was cancelled, Chair is no longer able to buy merchandise and will be reporting all activities to the President and Vice President. The associated letter is appended.
- Questions
 - Mia confirming whether external activity is also reported?
 - All activities reported, and no more external activities will occur except what is already planned
 - Christopher suggests in general more frequent meetings between Executives and Committee Chairs would be beneficial

b. **Vice President**

- no report

c. **Secretary**

- no report

d. **Treasurer**

- i. Please see appended report.
 - The GSU head grant was received, and the audit exemption is continuing,
 - [CAPAL/LWB SSI request](#)
 - Moved by Julia, seconded by Stephanie A., carries.
 - Council would like to note their enthusiasm for the event.
 - [ACA SSI request](#)
 - Moved by Julia, seconded by Sophia, carries.
 - Note that this event also sounds awesome.

e. **Webmaster**

- Backed up the MISC site and database over the winter break.
- Will need to run some updates shortly, but don't have permission to that part of the site. Has been following the new IT FAQ document for contacting help but keeps getting passed to someone else.
 - Dawn thinks Tony may will still be able to help.
 - Christopher wants a plan for what we do if the whole site breaks.

6. **Reports from the chairs of standing committees**

a. **Academic Affairs**

i. **Results of fall semester class rep reports**

- The reports were based off very little feedback, and cannot be an accurate representation of the experience of the class.
- They are still not publishable, and often described subject rather than experience of the course.

ii. Meeting with Barb Brown

- Barb agreed class rep feedback was not useful and duplicated the feedback from end of term reports collected by faculty.
- She also holds serious concerns about the program because we don't train the class representatives, and don't have the resources to do so.
- Most of the Chair's time is trying to scale back actions taken by the reps beyond their purview.
- Planning to bring constitutional amendments to the next meeting to remove class reps
 - The chair will still remain, will hold office hours for student concerns, and may meet with Barb.
 - The text will be publicized for feedback before the next meeting.

iii. Recommendations for changes to Academic Affairs program.

- Can professors have their own reps if they want? Yes.
- Would the new chair be a Representative or keep the Chair level?
 - There may be more constitutional changes coming from Christopher, and this decision can wait until then.
- New position would liaise with Barb and the Program Coordinator.
- Perhaps students are not comfortable with lack of escalation in the current program, and will come to the chair because they hold a more significant title.
- Nikita tells of an incident in MUSSA where the class rep was integral to resolving the situation
 - but there are few incidents per year, so one person (the new chair) could handle it
- Danielle worries about how to make this person extremely visible, especially to minority concentrations.
- The role of making announcements will be taken by any MISC people in the class.
- Can we get a paragraph on all the syllabi?

b. Social

- i. [iBall Report](#)** (see attached below) email from Dean
- Nicole comments that Colin promoted the event to the IA class and encouraged next year's students to attend
 - Planning a pub night, to be linked with student conference
 - Attendance was low for smaller events, so planning for another big end of term party

c. Professional Development

i. Employer Showcase

- More students attended this year! (113 attended, compared to 84 last year)
- Working on thank you letters to employers
- 75 students used the photography service
 - Sophia recommends more awareness of how photos would be distributed
 - Nicole recommends a coat-check at events like this, and more notice of the employers who will be in attendance

ii. How to Attend a Conference

- Held last week - second year students shared their experiences.

iii. Committee event: Summer Jobs Panel

- Next event

d. Merchandise

- Kathleen has been selling merchandise to faculty, administration for guest speakers, and at the OLA alumni reception. Consistently making money and received a donation
- The iSchool lobby is booked next week - Tuesday and Wednesday all afternoon for a merchandise table
- Do we still want to donate t-shirts? - we have 82
- Lillian - despite purchasing being frozen, some second years are upset there won't be an item - what do we tell people? What if we're disappointed?
 - Vendor for sweatshirts out of business
 - Can they buy items individually?
- Executive Proposal: Chelsea will oversee activity, with Merchandise committee Penney and Elizabeth Spalding participating on it
 - Will be like the regular hoodie merch sale as every year in recent memory, but under direction of executive, and not just for second years
 - This means ordering samples for students to try on and make orders, MISC sells at cost
 - Moved by Tristan, seconded by Nikita, passes

7. Reports from representatives to external committees and organizations

a. Alumni Association

- UNESCO internship approved, applications now open
 - Note, only for returning students
- Ask-an-Alum is in the works, will ask us to promote the initiative when ready
- Job shadowing - open to sign up in February - asks us to promote that too

b. MISC/MUSSA Liaison

- Last weekend had trip to Niagara, and everyone was unusually punctual.

- Started their own merchandise - sweaters, with three different logos related to museums
 - Open to Information students too (“no flash photography”, “don’t touch” might be relevant)

c. Admissions Committee

- See report attached below

d. Graduate Students’ Union

- New Finance and University Commissioner Executive because the old person got a real job. Filled by the Exec-at-large, Sarah
- Executive applications are opening

e. Information Services Committee

- 1. Addressed technology FAQs - there are no instructions for uninsured technology, access for staff not included, Mac support not included
- 2. Constitution and activities no longer line up - why is the committee here, if it’s purpose is being outsourced? Only the Inforum is left in portfolio.
 - One option is to disband, to be replaced with an Inforum Advisory Committee. Considering how governance of inforum will work, still need to report to Faculty Council?
 - ISC not informed of activities that they should be overseeing
- 3. Should the ISC be involved in website redesign? Or would more people slow down the process?
- 4. How Inforum could stay running smoothly during renovations
 - Circulation and technology to move to digital studio space in Robarts first floor, and maybe some study carrels, and providing reference M-F 9-5
 - The “Outforum”
 - Periodicals will be requested from off site
 - General collection on 13th floor, will circulate through Robarts
 - Consider 9-5 over the summer - how will tech loans and equipment returns work with limited hours?
 - If you have feedback, email Stephanie or Elisa

f. Life & Times Committee

- Regifting iTea - lots of attendance, and some exchanges
- IT iTea - little turnout, maybe because held in Semaphore?

g. Programs Committee (January 14)

- David Phillips proposed interactive digital media undergraduate program, which would mean more TA positions for grad students

- Diploma of Advanced Studies in Information Science - the proposed changes from last meeting were approved
- MI could be reduced from 16 to 15 credits, because SGS no longer requires five core courses. Students could finish the program early?
 - An opportunity to rethink concentrations and course clusters that don't make sense
 - They want as much student feedback as possible (about program content, not the professor)
- Concern from students over special topics electives that were cancelled
 - All cancellations because the iSchool's 15 person requirement was not met. They expressed regret and "tried everything to increase enrollment".
- Question: was there any news of an Executive MI program? News at OLA, described to be one year for advanced professionals with courses on Fridays and Saturdays

h. Committee on Standing

- i. Recap of latest meeting and new procedure
 - January 14 winter term meeting dealt with requests for late withdrawal, coursework extensions beyond semester
 - Only meet 3 times per year and some requests are made 2 months before review. Barb noted this can cause unnecessary additional anxiety
 - Thesis titles and committees get approved by email
 - New procedure: In cases that are medical that come with documentation, are unlikely to garner discussion and where waiting to hear a response could cause unnecessary anxiety, chair and assistant dean student services may consult and decide themselves
 - Maybe 3 or 4 pending applications missed the deadline - it's important to hold to deadlines to keep process fair for students (need to meet and vote before grades released) but there are also exceptions.

i. Faculty Council

- no report

8. Other business

- Nikita extends invitation for Museum Studies posters and exhibitions
- Stephanie congratulates OLA participants

9. BIRT the meeting be adjourned

- 7:11 Meeting is adjourned

Reports to Governing Council

Student Tech Fund

January 29, 2016

Student Tech Fund Status

The following report summarizes what has happened at the last Student Tech Fund meeting (January 28, 2016) and updates on the Student Levy Refund and Referendum:

1. Recent Votes

- Approved **\$2500.00 Request for Funds** AIS Portfolio Workshop
VOTE PASSED UNANIMOUSLY (1 abstention), pending budget line item clarification
- Approved **\$120.00 Request for Funds** AIS Brown Bag Lunch Sessions
VOTE PASSED UNANIMOUSLY (1 abstention)
- Approved ~\$150.00 **Workshop** of Budget Writing for Grant Proposals Workshop
VOTE PASSED UNANIMOUSLY

- Approved deferring Student Levy Fee Referendum Vote for 2016-17 (see below)
VOTE PASSED UNANIMOUSLY

2. Student Levy Refund and Referendum

“After significant consideration and work toward a referendum, led by our Referendum representative NuRee, we have voted to defer holding a referendum in the Winter 2016 semester. This means there will be no Tech Fund Student Levy for 2016-17. This decision was made after careful deliberation and was influenced but recent, and significant, changes to the Faculty of Information—primarily the Information Services restructuring and upcoming Inforum Renovations. This will not impact the functioning of the Tech Fund for the remainder of the 2015-16 Academic Year or for the 2016-17 Academic Year. Our hope is that once further information is available, next year's Tech Fund committee will revisit the Referendum issue with the support materials we've already prepared.”

Submitted by Dawn on January 29, 2016

President

Monday, 25 January, 2016

To: Penney Pakravan

Subject: Merchandise Committee Directives

On Friday, 22 January, the Executive Committee met to discuss the recent unauthorized purchase of approximately \$880 worth of merchandise. As you notified us, this order was cancelled when it was brought to your attention that this was an inappropriate use of student funds. However, if it were not for a fortuitous run-in with the vice president, it is likely that this purchase would have gone forward, and MISC would have been financially liable.

Although an e-mail was sent to you outlining the seriousness of this incident, it was deemed necessary to hold an in-person meeting for further emphasis. Failure to communicate has been a serious problem. Reports given to council have been vague, specific instructions to bring to council for approval any future merchandise purchases were ignored, and circumventing the FIAA representative created confusion and doubt about MISC's internal organization.

Any member of MISC represents the entire student government, and anything done by one individual reflects upon us all. Any incident where the council is left financially responsible for something not approved by itself is a failure in its fiduciary duty to all Master of Information students to faithfully and responsibly administer their money.

We understand the transition into this role may have been difficult, and apologize for any confusion or miscommunication on our behalf. However, we feel it necessary to hold all of the councillors to a high standard, and in order to mitigate any risk of future problems arising this year, the Executive Committee has determined that all merchandise activities must be curbed. To that end, the following three directives have been issued:

1. No purchase of any merchandise shall occur this year, and any communication with suppliers should be forwarded to the president.
2. The Merchandise Committee shall focus their efforts for the remainder of the year on selling the merchandise that is currently in stock. This shall be done via setting up tables in the lobby, or arranging private sales with students.
3. Any activities carried out on behalf of MISC should be reported to the president and vice-president when they occur, in addition to their being included in monthly Governing Council reports.

Any deviation from these conditions will result in a request for your resignation from your current position as Merchandise Committee Chair.

Sincerely,
The Executive Committee

Treasurer

January 29, 2016

Head Grant/Audit Exemption

- Head Grant has been submitted and first instalment from GSU has been received
- Audit Exemption has been submitted and we are in contact with U of T Internal Audit as the process continues.

Head Grant/Audit Exemption

Two SSI requests have been submitted from the ACA and from CAPAL for a joint event with Librarians without borders, please see linked items below.

[CAPAL - LWB](#)

[ACA](#)

I recommend that these requests be granted due to the budgetary surplus and the nature of the events.

Respectfully submitted by Julia King, January 28, 2015.

Social Committee

From: Seamus Ross [mailto:seamus.ross@utoronto.ca]
Sent: Thursday, December 17, 2015 10:51 PM
To: fac-all@ischool.utoronto.ca
Subject: Student iBall: Huge Success

Dear Colleagues

I am just home from the highly successful Student iBall at the Faculty Club.

Fantastic turnout of students and a wonderful turnout of faculty and sessionals. I am told I just missed Heather, Siobhan and Wendy, but when I arrived, fashionably late, I saw Kelly, Matt R and Mike. And among the sessionals I caught a glimpse of Colin, Bobbie, and Alissa. Thanks to all the faculty and sessionals who could make it and sorry if I missed your name cause I did not catch you in the crowd.

If the students host this event next year it will be a do not miss event; it was relaxed, stylish, and friendly.

We should encourage the students to get the announcement of the date out in September so we can all get it into our diary. They are thrilled to see instructors there and they really created a brilliant atmosphere.

I have attached a photo of myself with Christopher Hogendoorn (in case you need a screen saver photo or a photo for a wall mounted poster). If any of you have other photos can you share them with Kathleen in case she decides to do a social column about the event.

Congratulations to all the iSchool MI students and in particular to the MISC Student President, and the MISC Social Chairs, Lilly (Rigling) and Emily (Deere), for creating such a warm and exciting event.

yours
Seamus

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Admissions Committee

January 29, 2016

Information Days & Admissions

- Meeting held on January 14
- Biggest focus of the meeting was on the Information Day held on January 16th, coordinated by Adrian Berg.
 - MI held concurrent sessions in Rooms 325 and 205 to accommodate the higher registration of 150+ guests
 - MMSt kept their one session in Room 205 for 75+ guests
- Also a discussion of a UofT Outreach Campaign to raise awareness of the MI and MMSt programs to UofT undergraduate students
 - This will be done by going into classrooms (if faculty of the undergraduate courses feel comfortable/are willing to allow some time for iSchool faculty to speak - hopefully for less than 5 minutes) with visits from January 25 - February 12
 - Also hoping to reach out to Student Groups and Academic Programs and schedule events with them, along with Campus Career Centres

Respectfully submitted by David Mason, January 21, 2015.