



Master of Information Student Council

University of Toronto, Faculty of Information

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Claude T. Bissell Building, Room 705A

28 March 2016, 18:00

MISC Governing Council Meeting

Minutes

Attendance: Karen Lees, Dawn Walker, Victoria Hawkins, Nicole Kuiper, Stephanie Abba, Sophia Kesik, Elizabeth Spalding, Chelsea Misquith, Caeleigh Moffat, Christopher Hogendoorn, Lillian Rigling, Mia Clarkson, Emily Deere, Eden Rusnell

Regrets: Julia King, David Mason, Shevaun Ruby, Sari Gutman, Danielle Klein, Rotem Diamant

- 18:06 meeting called to order

- 1. **BIRT the agenda for 28 March, 2016 be adopted**
 - Moved by Nicole, Seconded by Sophia, carries

- 2. **BIRT the minutes from 2 March, 2016 be adopted**
 - Moved by Chelsea, seconded by Sophia, carries

- 3. **Reports from members of the Executive Committee**
 - a. **President**
 - i. **Part-time student course enrollment change**
 - From a conversation with Alan Galey, learned that the faculty has been petitioning the School of Graduate Studies to alter the part time course load so students can complete the program in 3 years instead of the current 5.5. There are no specifics at present, perhaps they will occur at Faculty Council.
 - Stephanie asks whether this change will this be rolled back. We don't know yet.

ii. Advertisement

- Please promote elections, the hoodie sale, the annual survey, and the instructor awards

iii. Received email from Keltie - she has resigned from MISC and the program

- What will happen about the therapy dogs organized by the Mental Health Working Group? Chris will follow up with her.

b. Vice President

i. iSchool website meeting (in place of Danielle Klein)

- The working group was set up by the dean to merge the iSchool websites to a new, non-Drupal platform in its integration with central ITS, Danielle Klein selected as student representative as she is returning next year.
- Have yet to make an RFP, but have a rushed timeline, as they would like to migrate over the summer and launch for fall.
- Asked whether related student websites will be supported and there are no plans to do so. Caeleigh is aware these are two separate conversations.

ii. Planning a PD sponsored Queer/Trans-inclusivity event

- To be March 31, from 5 to 6
- Will be a panel of speakers

c. Secretary

- Voting is open for Council Elections and the Outstanding Instructor Award. Tell everyone you know to vote by Friday night.

d. Treasurer

- No report.

e. Webmaster

- Has been in touch with Ivan, and they still haven't worked out an administrative structure.
- Nicole asked how long outgoing councillors will have access to the internal Google drive?
 - Depends on unfinished work (Survey is acceptable), need for exit reports by incoming councillors. Generally the end of summer. You can also email reports to next year's president.
- Dawn shared that the iSchool will have a tech support person over the summer to finish the transition. Will forward the email - Michael Brown
- Related questions for Christopher - Is there a hard deadline for exit reports?
 - After the AGM (final meeting of the year)

- The constitution suggests final reports for term are to be summative and function as the exit reports, but exit reports have come to be much more substantial. Work this out with your corresponding incoming councillor.

4. Reports from the chairs of standing committees

a. Academic Affairs

- Has let the class reps know they will no longer exist and shall not complete any reports, and they are no longer listed on the website
- Still working on problems brought forward, will likely not be resolved.
- Should we have pizza for the class reps?
 - Yes, because the professors say this
- Stephanie was approached with questions because she is running for the position. They can be forwarded to Lillian or Barb.

b. Social

- Re Post-conference Pub Night - at a venue they used before but was unfortunately understaffed. Pub Nights all year have been underattended in general, but it went well
- Bye-school, the end of term party
 - Confirming details with the Gladstone
 - Invite your friends with the Facebook event. Capacity is not tight, so you can bring non-iSchool people!

c. Professional Development

- No report.

d. Merchandise

- Hoodie update by Chelsea: they've only sold 16 hoodies, much less than last year. The colour options have been well received.

5. Reports from representatives to external committees and organizations

a. Alumni Association

- Keep promoting job shadowing because there are new hosts being added continually.
- Alumni were told about the changes merchandise, and they are interested in ordering hoodies in the future, and how this could happen.
 - It would have to be in person, and communicated between council members next year.
- Should we promote FIAA to outgoing students?
 - Development office should keep up to date contact list and communicate Alumni items.

- But student centred items should come through MISC, and can be advertised in MISCellaneous.

- b. MISC/MUSSA Liaison**
- Attended the CRO meeting with Cara Krmpotich and Dean Duff, with the aim of making it simpler for CROs to register for summer courses between first and second year.

- c. Admissions Committee**
 - i. No report, next meeting on March 31st.

- d. Graduate Students' Union**
 - i. No GSU meeting since last MISC meeting - next GSU meeting tomorrow
 - ii. GSU Conference Bursary was launched - open to P/T and F/T students - \$250 for domestic and \$350 for international - deadline is April 5 at midnight
<https://www.utgsu.ca/conferencebursary/>

- e. Tech Fund**
 - i. Haven't met since the last MISC meeting, upcoming March 31, 2016. Spoke with Ivan Sestak from ITS on March 11, 2016 RE: technology loans, purchasing, IT advisor given Tony's departure.

- Ivan has been invited but probably not attending the next meeting.
- Received updates for new procedures for technology loans, potential for advisors, and informed about summer IT position - Michael Brown.
- Ivan is proposing to be advisor to the tech fund, which he has held in the past.
 - Tech fund self-governs, so they can select advisor without a vote from MISC
 - Does anyone care if the advisor is external to the iSchool? MISC can vote to endorse next meeting
- Anticipating a busy summer, as things are still in the air

- f. Information Services Committee**
 - i. No ISC meeting since the last MISC meeting. Motion to dissolve the ISC is expected at Faculty Council on March 30th 2016. Still trying to determine if a new advisory board model can be created at that time so that there is an official body for the purpose of feedback/advice to the Inforum Director.
 - ii. Information on the Inforum renovations ("iReno") can be found here:
<http://current.ischool.utoronto.ca/node/17514>.

- Recent meetings have been cancelled

- Looking to create a new advisory board model at faculty council meeting to get it in place for next year
 - An advisory board wouldn't report to anyone but the director of the Inforum. But it needs to come into being from the faculty. The chair is expected to bring the motion forward from the executive
 - Expecting student, staff, faculty and possibly alumni representation

g. Life & Times Committee

- No report

h. Programs Committee

- See appended report
- Changes will likely be presented and confirmed at Faculty Council this week

i. Committee on Standing

- Revising qualifying exam for PhD students and removing the committees to approve PhDs, because they generally function as a rubber stamp on the makeup of the committee. Expected that just the director of the doctoral program will approve instead.

6. Reports from working groups

a. Mental Health Working Group

- No report

b. Part-time Students Working Group

- Held a meeting with colouring and snacks.
- Working on the creation of an email list, to be used for things like updates about possible program changes.

c. Survey

- Hopefully next year the survey working group will not need to revise as much, and avoid the poster kerfuffles that happened this year
- The survey has been open for two weeks so far (last year was four weeks)
- Council recommends adding a link to the website and sending individual emails for survey and voting

7. Other business

- Emily and Lillian need people to volunteer for next year's mentoring program
- Chris - Does there also need to be more conference chairs?
 - A: There used to be a charter item about legacy for having a first year member. This year, the Museum Studies organizers were first years, and they will select first year MI students next year

8. BIRT the meeting be adjourned

- Moved by Stephanie, Seconded by Tristan, carries
- Meeting adjourned at 7:03!

Report to Governing Council

Programs Committee

March 28, 2016

KMD>UXD, ISD Executive Program, and PhD Revised Procedures

- Two meetings were held on March 17th and March 24th for the Major Modifications of KMD>UXD, or changing the name and requirements of Knowledge Media Design to User Experience Design, bringing in a two year executive program to ISD, and the passing of a Minor Modification to change the procedures of the PhD to make them more clear to students
- The Culture and Technology Concentration was also amended to remove the Research Methods and Reading Course requirements
 - Critical Histories of Information AND Future of the Book OR Remix Culture were put in their place
 - Gives C&T more definition
- Small change in GPO (General Program Offering):
 - Replace Representation, Organization, Classification, and Meaning-Making with Research Methods
- New MI Course: Workplace Integrated Learning (Co-Op)
 - Changing a non-required course to a required credit (0.5) prior to their work placement
 - There has been low attendance due to scheduling difficulties - better as a required course
- New Course: Culture, Technology, and Foucault (Special Topics Course)
 - Syllabus still needed some work as it was a first-time professor in this area
 - Final essay was quite long and 60% of the grade - very much an MA seminar model of marking, needs to fit it into MI course structure
- KMD>UXD:
 - Still a KMD collaborative program

- Changing requirements - movement from scholarly/academic treatment of KMD to professional treatment of it
 - Works well with co-op option being available now
 - Breaking apart capstone into a half credit - second half for client experience will be an elective, first part will be the about client conduct (meeting with clients, professionalism, etc.)
 - Lack of UXD skills individually and in teams, couldn't send them out to the agencies
 - Split up to give tools in first half, send out in second half
 - First half is intended to teach skills (taught in Winter of first year to apply skills in Co-Op or summer job)
 - Front-load skills in the first year to set up students to interview well to build on the skills
- Rationale of Changes:
 - Perceived challenges with User Experience Design
 - Hiring someone in Data Analytics and a teaching position in UXD (two spots)
 - Teaching position is two years, could go on longer
 - Changing the name for clarity and recognizability
- Conducted a meeting on March 22nd and e-mail feedback with students I was able to reach to find out any student concerns on the changes between the March 17th and March 24th meetings
 - There were multiple concerns with administrative parts of the changes, such as if current students will be able to graduate with UXD, some worries about the name being too much of a buzzword, and what would happen to the KMD Capstone for current students
 - Everything was answered by Dr. Kelly Lyons, head of the Programs Committee, and students felt satisfied with the answers and many other students had positive reception to the changes at the meeting on March 22nd
- The current first year students choose which degree they want to graduate with and follow those requirements, consult with Alan Galey (Director of the MI Program) for course offerings and planning their personal course calendar
- They also want to create an elective for a team industry project course to supplement practicum, co-op, and KMD2002
 - Not included in proposal, but something for the future
- Dr. Furness hopes to bridge more connections with the design communities around Toronto for more practicum opportunities in UXD now that the name is more recognizable and easier to market vs. KMD

- Changes passed on March 24th meeting, will face Faculty Council on March 30th, BL728 (4-6pm), and if it passes here, it will be in effect for September 2016
- ISD Executive Program
 - Executive Delivery Model - for people that are working full time to complete the ISD degree full time in two years
 - Would take courses over the weekend
 - Would be in collaboration with their workplace and do some work for them in connection to school
 - Taken over six semesters (F, W, S, F, W, S)
 - No change in course content, only in how they're delivered
 - Thursday Night, or Friday and Saturday
 - Six hour sessions four times throughout the term
 - Still doing the workshop on Thursday nights
 - Barbara Brown mentioned at the March 24th meeting that the cap on part-time student courses would be changed from 1.5 FCE to 3.0 FCE per year to alleviate any concerns with the ISD Executive Program offering to current students
 - Announcement from Barb to follow via e-mail in the coming weeks
 - Changes passed on March 24th meeting, will face Faculty Council on March 30th, BL728 (4-6pm), and if it passes here, it will be in effect for September 2016
- PhD Procedural Changes:
 - Structuring them more to make them more obvious
 - Tighten up timelines associated with outcomes of process
 - Address issues outlined by doctoral students, faculty members, and graduate administrator (Laura Jantek)
 - What documentation is created and who creates it
 - Essential Shifts: Categories for assessment are clarified
 - Timeframe for when things need to be submitted, documentation created at the defence, etc.
 - Starts effective September 2016
 - If there are significant changes that would impact someone in process right now, then they may be able to use old system

Respectfully submitted by David Mason, March 27, 2016.