

Approved



Master of Information Student Council

University of Toronto, Faculty of Information

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Claude T. Bissell Building, Room 705A

19 May, 2016 17:50

MISC Governing Council Meeting Minutes

Present: Chelsea Misquith, Sari Gutman, Tristan Smyth, Duncan Broom, Stephanie Abba, Danielle Klein, Jake Miller, Eden Rusnell,

Regrets: Curtis Frederick, Teodora Naydenova, Ronit Barenboim

Time Meeting Called to Order: 5:50

1. **Be it resolved that the agenda for May 19, 2016 be adopted**
 - a. Moved by Tristan, Seconded by Stephanie, Carries
2. **Be it resolved that the minutes from April 19, 2016 be adopted**
 - a. Moved by Sari, Seconded by Stephanie, Carries
3. **Reports from members of the Executive Committee**
 - a. **President**
 - i. General MISC conduct guidelines
 - Interact with other councillors professionally, without condescension
 - Feel free to discuss anything with Chelsea privately that may impact your performance on council - we will work together to move forward
 - Please be mindful of your behaviour as you are representing MISC at all of our events
 - Meetings: If you cannot make a meeting send in your regrets to both **Chelsea and Sari** and if you have a report, send it to Chelsea to attach to the minutes so everyone is prepared. If you miss 2 meetings in a row without sending regrets (absent), Chelsea will check in

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- Exec, Academic Affairs, Professional Development, and Social have access to the MISC office and computer
- ii. Meeting with Barb Chelsea and Stephanie (Meeting: May 10, 2016)
- Both Chelsea and Stephanie attended, further report will be in the academic affairs sections below.
 - Went over basic stuff that she has planned for the upcoming year
 - Current drafts of fall/winter timetables should have been put up already for students to see but they are not up yet, possibly because they are still being updated. Stephanie suggested that required courses offer one section in the evening so that part time students can work and get their required courses covered.
 - They spoke about mental health and Barb is supposed to have a meeting about it once a semester but the one for the winter was cancelled and not rescheduled. Chelsea suggested that it be continued for next year because students have said that the iSchool does not have enough resources for mental health.
 - They discussed having embedded counsellors within the faculty, realistically it will probably not happen because it is expensive and to look into the SGS embedded counsellor's program.
 - Merging of ischool website or moving into the new platform: they are about to send out the RFP and they are planning to have it ready for September. Danielle should be representing us on this matter but neither of them have heard anything. Chelsea suggested that they should use student opinion to test the website so that students can navigate it well from UXD perspective
- iii. Executive Committee Meeting (May 10, 2016)
- We discussed the meeting with barb and the SGS handbook for student societies, making sure that our roles in the constitution align with their descriptions of these roles. It was emailed to everyone and should be used as a reference tool.
 - The overarching goal would be more mental health initiatives, such as collaborating with other grad groups like GradMinds and the conflict resolution centre and others.
- iv. iReno update: In case renovations go beyond August 25, Dr. Cara Krmpotich has asked us not to schedule events on the 4th and 5th floors, and in room 728 for September

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- We will still have access to the lounge. Sari is in charge of lounge bookings so please contact her to book the lounge.
 - Danielle: We should publicize that the rooms on the 4th and 5th floor cannot be booked and that students and student clubs and associations can book the lounge for their events.
 - Chelsea: Prof. Krmpotich wanted all of the student groups to know what was going on and to be aware of the situation and Chelsea will let us know if anything changes.
- v. 'Semaphore Studio 307' - new design studio/makerspace under Dr. Matt Ratto's student Jess Whyte: <http://studio307.github.io/consultation.html>

Still in the process of asking for student ideas on the design/layout of the space, so fill out one of these if you have some thoughts: <http://studio307.github.io/images/307handoutsheet-v2.pdf> and email it to jess.whyte@gmail.com

Design meeting on May 30 from 3-5PM in Bissell 307

b. Vice President

- i. Issues with hoodies: logo peeling off on one and a tear in another - contacted Artik about replacements.
- As of a couple months ago, merch falls under the purview of the VP.
 - There were concerns about the conditions of the hoodie and replacing them. The vendor has been contacted to fix them but will probably not refund the money, only replace them. The VP will have to look into alternative vendors for next year's sale.
 - The annual hoodie sale does not have to only be hoodies. People like them and look forward to them but some people would like more than just a tiny logo on the front. The VP will have more time next year to find out what people want and to look into new vendors.
 - Tristan: Usually, MISC breaks even on the hoodie sale. Usually 2000 has been budgeted but it's a lot of money to have allocated if it will not all be spent. He will figure out how much money needs to be set aside.
 - Since this is the only place hoodies are offered, it should continue but keep it simple. Also suggested looking into new styles, t-shirts and adding text other than the logo.
 - The VP will decide if they want to move forward with the sale and what will be sold.

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c. Secretary- no report

d. Treasurer

i. Budgeting Timelines

- Tristan would like to have budget ready by August. This means that people need to start to think about their plan for the year, what their objective will be. Once you know this, you should email Tristan to discuss this.
- Tristan wants to clean up the budget and to only budget the smallest amount possible for each thing so that the contingency fund is larger, rather than having lots of money allocated that will not be used.

ii. Investments

- There is \$33 000 dollars in our bank account. Around \$20 000 will be invested so that we can see annual returns coming in and the rest will be kept for contingency. The money will be placed in a separate bank account and set aside for SSI requests. The SGS has a process for doing this and it will probably take all year.

iii. Segregated Funds Policy

- Because of investments and new budgeting principles a Segregated Funds Policy will developed to guide how people create budgets and plan in the future. The 20 000 dollars that is going to be invested is considered a segregated fund and you cannot withdraw from it. This is usually for organizations with larger budgets but Tristan thinks we will benefit from this.
- The policy will state what money is being segregated and the reason why, how you can you it and when you can take it out. This may lead to an addendum to the constitution.

- iv. There is a lot of extra money this year so think of ways that it can be used. Extra money will be allocated to the PD showcase.

e. Webmaster

i. MISConnect access cleanup

- Duncan is in the process of reviewing everything digital and electronic that belongs to MISC and seeing what he can do with it

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because it seems like not all of the documentation is up to date, despite claims that it is.

- Duncan will be updating the permissions on the drive, to have more confidentiality after the 30th of May therefore, all exit reports should be uploaded before then. Chelsea said that most documents that are created are open to everyone to edit them, which means that documents that should only be viewed by one person or a group of people (like the CRO documents) can be viewed by everyone if you look in the right place.
- Duncan does not want anyone to change their share settings. He will do that himself.
- Please go through the website and make sure that your page is accurately representing your position and to let Duncan know what needs to be changed. It is too hard to give everyone access to their own pages to update them himself because it is in an old HTML format and is hard to change. The secretary will get access to upload the minutes but it is not necessary for a one off to have access.
- Duncan does not want to have to upgrade the system until we are forced to.
- Duncan wants to make social media more current, more engaging and more integrated.

4. Reports from the chairs of standing committees/officers

a. Academic Affairs

- i. Issue with a summer course - the issue has been resolved.
 - See attached report
 - Stephanie was contacted by students in the first week of summer to let her know that a professor wanted to teach his course over 9 weeks rather than 2 times a week for 6 weeks which is problematic for students who have already set their work schedules.
 - She contacted Barb who was already aware of the situation. It was resolved that the class would run for 7 weeks now.
- ii. Working on the idea of a MISC Academic Affairs email address. See report. Lillian suggested this: made contact with tony to see if he can do it and if not who is: hard process, does not think this could happen
 - They want to have an email that they can both access and if it is too hard to get a mail.utoronto address then they can make a gmail one.

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- iii. Attended a meeting with Chelsea and Barb Brown on May 10th (as mentioned in the President's Report). See report.
 - See attached report and Chelsea's previous statements (President's statements)
 - There are changes to Acorn being made so that you can change your concentrations yourself.
 - Barb wants to have coordinated triaging for student problems to better solve them. The student will be able to say what the issues are and then 1 appointment can be made when all of the people involved can make it. This makes it easier for everyone and the student does not have 4 appointments. This will include mental health, financial and academic advice etc.
 - There is a need for more awareness for the accommodations given to students with disabilities. They will bring people in to talk about it and to talk about how students can best use these resources.
 - Eden and Ronit will be put in touch with Barb to add this to Orientation.
 - The Faculty orientation will tentatively be on September 8.

b. Social

- i. Eden gave the report on behalf of herself and Ronit who was unable to attend the meeting.
- ii. The main thing that they are working on is orientation which would basically be the same activities as last year. There was an idea to propose an intellectual and academic tour instead of the secrets of the iSchool tour where incoming students would meet with second year students from their concentration.
- iii. Duncan stated that there will be people who do not know anyone or cannot come to every event and to be aware of this. It was also suggested to have someone from your concentration run icebreakers, help make connections between the first and second years.
- iv. It was suggested that each first year be assigned to someone in second year to introduce them to people and to stay with them, similar to what happens at the Alumni association party. Curtis will ask FIA about this.
- v. It was suggested to make orientation more inclusive by having kosher food but also having name tags for everyone.
- vi. They got in contact with MUSSA about collaborating again so that the CRO students do not feel like they have to choose which orientation to go to. They will decide how much money MUSSA will contribute to the budget and how they will pay the money back. All of this will be decided in the next 2-3 weeks so that they can figure out their budget and present it to Tristan and then get started.

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- vii. They need to go through the office to see what is available for the swag bags. Chelsea suggested using the button maker and having a button making party.
- viii. There was some discussion about how many students were being accepted. It was said that there could be 100 more students accepted which would mean larger class sizes, more representation on faculty council, how many people to plan orientation for and it will determine how much money will be given to MISC from the student levy. Barb could not give us a definite number because not all of the acceptances have gone out. Eden will get in touch with the registrar to see if she can find out the number.
- ix. Tristan asked if we want to keep charging for some of the events which would mean breaking even and that we should aim for 75 to 80% cost recovery for the events. It is ok to lose some money or not make it all back. It was suggested that the budget include money for food and 1 drink or to charge admission and include 1 drink.

c. Professional Development

- i. Let Jake know if there are any professional development events you want to happen and he wants to have more clubs and groups and better events for them. The clubs and groups will need to update their information on the website.
- ii. Tristan proposed putting money into the budget for a clubs start up fund.

5. Reports from representatives to external committees and organizations

a. Alumni Association- no report

b. MISC/MUSSA Liaison - no report

c. Admissions Committee - no report

d. Graduate Students' Union (Meeting: April 26, 2016)

- i. The UTGSU is seeking two members to serve as Chairperson and Vice-Chairperson for the new Board of Appeal. The Board of Appeal is the final level of appeals within the UTGSU and deals with concerns regarding the operations of any UTGSU body. The Chairperson and Vice-Chairperson are appointed by General Council to serve until August 31. Interested members should send a statement of interest to chair@utgsu.ca. For more information, please consult UTGSU Bylaw: Board of Appeal.

e. Tech Fund

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- i. Successfully completed purchase of 6x Dell laptops & 6x Macbook pros; working with Inforum to get them into circulation for the upcoming year
- ii. Update on planning for upcoming year: referendum, events, student space, collaboration with Inforum
- iii. Forthcoming constitutional amendments; to be presented at an upcoming meeting based on work done by previous committee
 - i. LibGuides Terms of Use approved
 - They are looking into collaborating with the inforum and the new Semaphore student space.
 - Tech fund as a lot of money for next year and is looking to spend it. Some of the money will go to the new Semaphore space.
 - The tech fund also has money to spend on student initiatives that are not tech related like SSI requests. It was suggested to send the SSI requests to tech fund before sending them to MISC
 - When the new inforum opens the tech fund will be on display so you can know where your money goes and what you can borrow.
- f. **Life & Times Committee - no report**
- g. **Programs Committee (Meeting May 19, 2016)**
 - i. Meeting is the same day as this MISC meeting. Oral report to be provided.
 - Changes were made to the PhD thesis defence procedures. The undergraduate program is still in the proposal stage for the provost. David Mason's work on the proposal was praised.
 - Danielle asked if it the classes would be held in the iSchool and the answer was that it the program is not at the stage to be thinking about where it would be held but because there is no space (the rooms are too small) or money allocated at the iSchool that it would probably still be on St George Campus.
- h. **Committee on Standing (Meeting May 4, 2016)**
 - i. Met on May 4th, considered and approved requests for first extensions to coursework as well as Qualifying Exam (QE) committees, doctoral thesis titles, and doctoral committee members. More detail in the attached report.
- i. **Faculty Council**

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- i. No meeting since the AGM - next meeting is on Thursday, June 9, 2016 from 4-6 PM

6. Other business

- a. Rescheduled to next meeting

7. Be it resolved that the meeting be adjourned

- a. Moved by Stephanie, Seconded by Duncan, Carries

Meeting Adjourned at: 6:49