

Approved



Master of Information Student Council

University of Toronto, Faculty of Information

misc.ischool.utoronto.ca | misc.ischool@utoronto.ca

Claude T. Bissell Building, Room 705A

22 September, 2016 18:15

MISC Governing Council Meeting Minutes

Present: Chelsea Misquith, Sari Gutman, Tristan Smyth, Danielle Klein, Stephanie Abba, Jake Miller, Eden Rusnell, Curtis Frederick, Duncan Broom, Ronit Barenboim, Evelyn Feldman, Lauren Ash, Ken Kongkatong, Amber Shortell, Jude Park, Stefan Lazov, Erlind Sulko

Regrets: Teodora Naydenova

Meeting called to order at 6:15 pm

1. **BIRT the agenda for 22 September, 2016 be adopted**
Moved by: Danielle, Seconded By: Tristan, Carries
2. **BIRT the minutes from 17 August, 2016 be adopted**
Moved by: Danielle, Seconded By: Stephanie, Carries
3. **Tech Fund:**
 - a. Need to vote on By-Law changes (see Appendix 1)
 - b. Most recent previous version available (December 2013)
 - c. Note from Danielle: These bylaws were rewritten by the previous Tech Fund Committee. Changes between the two versions were not noted. This summer, I read through the new bylaws to review them and we discussed them as a committee. I hope you all had a chance to take a look at them and feel free to share your thoughts if you have any concerns. I believe they were crafted in good faith by the previous committee to enhance the accountability of the Tech Fund. I will also be presenting these to MUSSA.
 - i. There was a problem with tech fund this summer as most spots were left vacant and she tried to keep tech fund afloat over the summer. Not a lot has

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changed, Danielle wants to define the roles of each person and spend a certain amount of money each year. If Danielle can get a few more representatives she would like to still hold the referendum.

- ii. Tech fund has not received a levy in a few years as they do not spend enough money to need it receive it.

d. BIRT that the council pass these new Tech Fund by laws as written April 19 2016

Moved by: Danielle, Seconded by: Stephanie, Carries

e. Treasurer

- i. Budget:

<https://docs.google.com/document/d/142Vx6mKHG624LQ9hYTN1NYejKkm4lHjd82-lk2T5UtI/edit#https://docs.google.com/spreadsheets/d/1Hmp5ep5fmbhLpBa2V2SvDZIMIRnyS221C8B-OWCwZ1U/edit#gid=0>

- 1. The budget should be the same as in June. If you need money for something not budgeted it will come out of contingency.
- 2. MISC should bring in \$15 000 in fee levy and the rest with the head grant to be about \$17 000 which should equal the approximate amount of money going out. This would leave the \$30 000 in reserve.
- 3. There is \$1200 for club start up with no maximum for a single club. SSI requests are different than club start up requests but all go through Jake and then to Tristan and then to Council.

- ii. **BIRT the budget for 2016-17 be approved**

Moved by: Tristan, Seconded by: Sari, Carries

- iii. Investments:

<http://www.rbcroyalbank.com/products/gic/incomebuildergic.html>

- 1. The \$30 000 sitting in the bank is our reserve fund (we will spend the \$17 000 that comes in but the \$30 000 will remain untouched), money that has accumulated since opening it 10 years ago. The SGS constitution discusses investing this money.

- iv. Changing Bank Account Name

- 1. **BIRT the name on the RBC bank account be changed from “MIST” to the “Master of Information Student Council (MISC)”**

Moved by: Tristan, Seconded by: Stephanie, Carries

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2. Tristan did not include “Faculty of Information” or “University of Toronto” because it makes it easier for Council to access the money.

4. Faculty Council

- a. Possible change to requirements for MI student representation:

- i. According to the Faculty Constitution,

[6. Students.

i) One Student from each degree program of the Faculty, plus one additional Student for each full group of 35 students beyond the first 18 students enrolled in each degree program, enrollment being determined by the Registrar based on enrollment data on or near September 21, and elected by the students for a one-year term;]

- ii. As of Sept 21, 2016 - number of FT/PT MI students is 525 (14 Faculty Council Reps)

1. For the election it was decided that there would only be 13 reps including P, VP and AAO so the election of FC reps could move forward (10 spots). Do we want to find another rep (since we can have up to 14)
2. Do we need a 14th rep? Each counts towards quorum therefore, we would lose one vote. This would be important if the faculty wants to pass something that the students would not approve of but usually, not every rep will show up.
3. Every candidate has been informed of the meeting dates and to get a proxy if they cannot show up to a meeting.

- iii. **BIRT MISC waives our right to a 14th Faculty council representative, without precedence**

Moved by Duncan, Seconded by: Curtis, Carries

- iv. Prof. Shade, Faculty Council Chair, has mentioned that future student representation on council will be discussed further with the Executive Committee as the number of MI students has been growing relative to the MMSt and PhD students (wants to discuss with MISC before they make the change) (will probably go down significantly)

1. There is discussion of adding in a rep for the CRO and finding a better way to represent the MI students.

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5. Reports from members of the Executive Committee

a. President

i. Meeting with Kathleen O'Brien

1. The meeting was a week before orientation as she said that if Ronit or Eden need any advice on catering, venue etc just email her for help.

ii. FIAA meeting

1. With Curtis: wants to collaborate more with PD and Social and introduce students to the alumni. This would lead to council spending less money. Collaborate with PD for speed networking and OLA superconference social with Social

b. Vice President (no report)

c. Secretary

i. Election update

1. Nominee Update

- a. As of today we have received 15 responses, 21 nominations with 2 people declining other nominations and 4 people rescinding their nomination. We have interest in every position except for First and Second Year Tech Fund and First Year PD.

2. Positions not filled by September 23:

- a. Should we leave nominations for these positions open for a few more days or appoint students after the election?
- b. Always get last minute nominees so it should stay consistent with what we
- c. Stay consistent for the what we have done already

3. New Proposed Timeline

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- a. Nominations extended until September 27 and then run election from September 29 until Tuesday the 4th with results being announced on Friday the 7th.
4. Voting Period: September 26 until October 1
 - a. Please remind people to vote
5. Promotion
 - a. Please announce to your classes to vote
- ii. Lounge Bookings:
 1. There is a link on the website if you would like to book the lounge for an event. I will put up a calendar every week that will have the events
- d. **Treasurer** (moved to item 4)
- e. **Webmaster** (no report)
6. **Reports from the chairs of standing committees/officers**
 - a. **Academic Affairs** (see report in Appendix 2)
 - b. **Social**
 - i. Orientation event: 40% more people showed up and they had to spent 40% more, pub night was a huge success
 - ii. Proposed events: end of semester and end of the year events, more informal and easy going that last year, pub night/movie night, celebrate or mourn American politics
 - iii. Asked if we would prefer cheap or free food to a fancy venue and it was decided to have free or cheap food.
 - c. **Professional Development**
 - i. The Clubs Showcase finished about an hour ago and lots of people showed interest in starting clubs and all of the student associations.
 - ii. There is no form to set up clubs or for SSI requests and if one is created it will need to be approved by council. Right now all of the forms are spread out and will be collated on the website. Jake will tell Duncan what he wants in the form and Duncan will present a draft.

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- iii. The faculty is interested in increasing PD. Barb Brown and Colin Furness are starting a career networking group with ideas to develop a career cafe where students can congregate and conduct their job searches or post job ads. The group has already met a few times.
- iv. Jake wants to start up a committee with students from all of the concentrations. Jake also wants to have an all peer led event where students can talk and look for jobs together and lend each other moral support.

7. Reports from representatives to external committees and organizations

a. Alumni Association

- i. The Alumni Association can attend iSkills workshops this year. They are interested in having more social events between them and the Students. Some ideas are a board games night and the inforum launch. Their budget has been cut which will affect these events.

b. MISC/MUSSA Liaison

- i. MUSSA had an AGM where they discussed the election and any events they are interested in for the year.

c. Admissions Committee

- i. In consultation with the Assistant Dean, MRAC has decided to reduce their number of meetings. The committee plans to get together early in the fall and winter semesters, and then hold additional meetings on an as-needed basis. The decision was based on the fact that the committee does its most vital service at recruiting events and in reviewing admissions files, while the meetings do not constitute as critical of a work space.

- 1. Meetings moved from once a month to once a semester

- Fixed meeting dates for the 2016-2017 academic year are:

Monday September 19th, 3:30pm-5:00pm

Thursday January 19th, 1:00pm-2:30pm

d. Graduate Students' Union (no report)

e. Tech Fund (moved to item 3)

f. Life & Times Committee (no report)

g. Programs Committee (see report in Appendix 2)

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- h. **Committee on Standing** (see report in Appendix 2)
 - i. **Faculty Council** (moved to item 5)
8. **Other business**
9. **BIRT the meeting be adjourned**
Moved By: Sari, Seconded by: Curtis, passes

Meeting Closed at 7:15 pm

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Appendix 1

MISC-MUSSA Tech Fund By-Laws

Last Updated: April 19, 2016

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Definitions

Student Tech Fund Mandate

To directly enhance ICT (information, communication and technology) based learning, research, exhibiting, collecting and administrative services for Masters of Information (MI), and Master of Museum Studies (MMSt).

Article I: Supremacy

Section 1

The by-laws of the Master of Information Student Council (MISC) and Museum Studies Student Association (MUSSA) Tech Fund, hereinafter referred to as "by-laws," shall be enacted and enforced in accordance with the guidelines set forth in both Student Government Constitutions and these by-laws.

Article II: Amendments

Section 1



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Amendments to these bylaws can be proposed at anytime. Amendments must be submitted at least a week before the monthly meeting at which they are voted on first by the Tech Fund representatives.

Amendments to the by-laws shall be approved through a two-thirds ($\frac{2}{3}$) majority vote by both the MISC and the MUSSA executive councils. The Graduate Students' Union (GSU) will be notified of any changes of the by-law. By-laws must be reviewed every two years, after tech-fund referenda, and any adjustments made within the same academic year.

Article III: Duties of Student Tech Fund Representative

Section 1

Representatives

All Student Tech Fund Committee representatives shall be referred to as "Student Tech Fund Representatives."

Section 2

Elections

Representatives:

1. Student Tech Fund Representatives shall be elected to the Student Tech Fund Committee by simple majority vote during MISC and MUSSA elections.
2. Two (2) Student Tech Fund Representatives entering into their second year in the MI program at the Faculty of Information shall be elected during Winter Semester MISC elections. One first (1) year MI student shall be elected to the position during Fall Semester MISC elections.
3. One (1) Student Tech Fund Representative entering their second year in the MMSt program at the Faculty of Information shall be elected during Winter Semester MUSSA elections. One (1) first year MMSt student shall be elected to the position during Fall Semester MUSSA elections.
4. In extenuating circumstances where an elected representative must take a leave of absence, at such time that aforementioned representative is able to resume his/her duties, any interim representative may be appointed by the MISC or MUSSA councils, depending on which council the vacancy is representing. The representative may remain on for the remainder of the positions term.

Section 3

Responsibilities

All student Tech Fund Representatives shall assume the following responsibilities:

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1. Soliciting, proposing, and tracking purchases as well as administering and funding workshops to be paid for with the Student Tech Funds.
2. Reporting on Student Tech Fund committee meetings to MISC and MUSSA councils.
3. Acting as the MI and MMSt student bodies' public contacts.
4. Relaying student comments and suggestions to the committee.
5. Attending monthly Tech Fund meetings.
6. Attending events sponsored by Tech Fund.
7. Upholding the Tech Fund By-laws.

Section 4

Roles

Student Tech Fund Representatives shall assign amongst themselves the following roles and additional responsibilities:

1. Chairperson
 - a. Shall organize and convene monthly committee meetings, including an annual transition meeting.
 - b. Shall lead the preparation and delivery of the Annual and Exit Report.
 - c. Shall obtain updated equipment circulation information from the Inforum Staff.
 - d. Shall obtain updated enrollment information.
2. Treasurer
 - a. Shall obtain an updated financial statement of Student Tech Fund monies at least once a semester from the Finance and Personnel Officer in charge of maintaining the Student Tech Fund Finances.
 - b. Shall track and monitor ongoing approvals for Student Tech Fund purchasing.
 - c. Shall present this information at Student Tech Fund Committee meetings.
3. Secretary
 - a. Shall work with Chairperson to prepare meeting agendas.
 - b. Shall write and publicize meeting minutes. These minutes will be reviewed and posted prior to the next meeting on both the MISC and MUSSA websites.
4. Workshops and Events Coordinator
 - a. Shall liaise with Inforum staff in charge of iSkills workshops to identify and contact instructors for workshops.
 - b. Shall plan and organize any events pertaining to the Student Tech Fund, including participation in Orientation.
5. Referendum Coordinator (Bi-annual)
 - a. Shall liaise and meet with Coordinator for Student Policy and Student Life Coordinator to lead the planning of biannual referendum.
 - b. Shall lead the review and update of the by-laws based on the Referendum and projected results.

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Section 5

Meetings

Meetings of the Student Tech Fund Committee shall be held monthly.

Section 6

Voting

All Student Tech Fund Representatives shall be voting members:

1. Each Student Tech Fund Representative shall have one vote. Approval of any allocation or purchase requires a majority vote.
2. Voting may take place at meetings or by email.

Section 7

Attendance and Quorum

Student Tech Fund Representatives shall attend all meetings of the Student Tech Fund Committee, except in extenuating circumstances. If a Student Tech Fund Representative must miss a meeting, they must notify the Chair in advance of the meeting.

1. Quorum is the majority of the Student Tech Fund Representatives, with the stipulation that at least one representative from both programs (MI and MMSt) must be present. This applies to meetings as well as emailing voting.
2. Proxy voting can be arranged among the committee members. Members who require a proxy must inform the Chair at least two (2) hours in advance of the scheduled meeting. This arrangement will be announced once the meeting is called to order by the Chair.

Article IV: Financing

Section 1

Finance Guidelines

Student Tech Funds shall be dispensed in accordance with the following guidelines:

1. All monies from the Student Tech Fund account must go toward purchases that fulfill the mandate of the Student Tech Fund.
2. Purchases must be discussed amongst committee members and the IT and Faculty advisor before being voted on for approval.
3. A single "purchase" is a single receipt or invoice, previously approved by the committee or MISC and MUSSA:

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- a. Purchases of \$3,000.00 or less may be approved through a vote of the Student Tech Fund Committee without a general MISC and MUSSA vote for a total of no more than \$30,000.00 per academic school year.
- b. Purchases that exceed \$3,000.00 must be brought before MISC and MUSSA and voted upon in order to receive approval for purchase.
4. A list of all purchases approved by the Student Tech Fund Committee must be presented to MISC and MUSSA members for each council meeting in writing or by email.
5. A percentage of the Student Tech Fund budget purchases, defined as the percentage of MMSt students of the total combined population of MI and MMSt students, rounded to the nearest whole number, will be allotted at a minimum to benefit the interests of collecting and exhibiting within Museum Studies.
6. The Student Tech Fund Committee will strive to spend at least 60% by the end of December and 90% by the end of March of the total Student Tech Fund budget.

Section 2

Student Council and Association Purchases

The Student Tech Fund Committee may purchase equipment for the use of the MISC or MUSSA. Such purchases may not exceed 3% for MISC and 2% for MUSSA of the Student Tech Fund's budget.

Article V: Standard of Care and Fiduciary Duty

Section 1

Standard of Care and Diligence

Student Tech Fund Representatives are subject to a common law duty of care and diligence.

1. Student Tech Fund Representatives must exercise both skill and diligence.
2. The standard of care is that which could reasonably be expected having regard to the Student Tech Fund Representatives' knowledge and experience.
3. The standard of care is subjective as it varies with the skill of the individual Student Tech Fund Representative.
4. Failure to give reasonable attention to the Student Tech Fund Committee affairs and/or attend meetings on a regular basis.
5. To fulfill their duty of care, Student Tech Fund Representatives should:
 - a. Participate actively and fully in the activities of the Committee, and
 - b. Keep informed as to the business and affairs of the Committee.

Section 2

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Fiduciary Duty

In addition to the standard of care and diligence, members owe a fiduciary duty to the Student Tech Fund and Faculty of Information student body:

1. Members must act honestly and in good faith with a view to the best interests of the Student Tech Fund and Faculty of Information student body.
3. Student Tech Fund Representatives of the Student Tech Fund Committee must avoid putting themselves in a position where duty to act in the best interests of the Committee would conflict with their self-interests.
4. Student Tech Fund Representatives have a duty to act with a view to the best interests of the Student Tech Fund Committee in circumstances where other interests of the member conflict with those of the Committee.
5. In those circumstances, a Student Tech Fund Representative must not prefer his or her own interest over those of the Committee.

Section 3

Conflict Resolution

Issues within the Student Tech Fund Committee must be presented to the MISC and MUSSA Presidents, as soon as possible, who will investigate issues in a timely manner. These issues may include:

1. Inability of the Tech Fund Committee to come to a decision.
2. Failure of representative(s) to act in accordance with these by-laws.
3. Representative(s) lack of fiduciary duty, including theft, fraud or failure to announce conflicts of interest.

Section 4

Failure of Care

Failure to uphold the Standard of Care and Fiduciary Duty will result in:

1. First offense: Meeting with the MISC and MUSSA presidents, to discuss the circumstances surrounding failure to uphold appropriate duties.
2. Second offense: Immediate removal from office in accordance with the requirements of the representative's respective student council constitution.

Article VI: Policies of Engagement

Section 1

Purpose

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The following sections will outline policies of engagement with Student Tech Fund sponsored objects and events for the Master of Information and Master of Museum Studies student body of the Faculty of Information.

Section 2

Borrowable Technology

All persons borrowing Student Tech Fund purchased objects must adhere to the borrowing policies of the Inforum.

Section 3

Tech Fund Sponsored Workshops

In cases where Student Tech Fund sponsored workshops require registration prior to the event, Student Tech Fund reserves the right to ban students, who register but fail to attend the event, from the next Student Tech Fund-sponsored workshop. This right is void in cases where funding and coordination is not solely provided by the Student Tech Fund.

Student Tech Fund reserves the right to prioritize registration to workshops for certain segments of student body (e.g. upper year students, MMSt students). Ultimately, workshops will be open to all master's level members of the student body of the Faculty of Information.

Appendix

Definitions

"Purchase" is a single receipt or invoice, previously approved by the committee or MISC and MUSSA

"Annual Report" is the public report summarizing all major events over the course of the academic year. This report is to provide transparency around the activities of the committee.

"Exit Report" is the report created at the end of the academic year to provide guidance to the next incoming committee. The report covers the same material as the Annual Report, but with more detail catered to helping the new committee members better understand what happened in the previous year and provides suggestions on activities and processes that could take place in the new academic year.

"Borrowable Technology" are the items purchased by the Tech Fund or jointly purchased with the Faculty. The items include laptops, cameras, tablets and other technologies that are provided to enhance student learning experiences. These items are in circulation in the Inforum.

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Appendix 2

Report of the Academic Affairs Officer

- On September 6th an email was sent (via Anna Pralat) to all of the fall instructors (faculty and sessional) about the elimination of the class rep program as we discussed at our last meeting. I heard back from Jenna Hartel and I know she mentioned it in her Foundations of LIS classes. There have been no other reactions, positive or negative, that I'm aware of.
- On September 7th I participated in a panel discussion for new incoming part-time students (and students in the Executive MI stream) along with other part-time students Gail Gurbin and Olena Karbach. (Also at the event were Dean Wendy Duff, Barb Brown, Christine Chan, Isidora Petrovic, and Laura Jantek.) Barb was pleased with what we discussed and I felt it was a useful event to have.
- Help Hub: this is the project that Chelsea and I helped consult on in the summer, to help students figure out who to talk to about what. The PDF is available: http://current.ischool.utoronto.ca/system/files/user/103/helphub_final.pdf.

Programs Committee

- We met on September 12th. The committee is: Kelly Lyons (chair), Mary-Marta Briones-Bird as non-voting support, David Phillips, a MUSSA rep (to be elected), Matt Brower, Barb Brown, Alan Galey, Heather MacNeil, Mark Sedore (DSA), Elisa Sze, me, and a second MISC rep to be elected.
- We discussed the revision of the MI/MMST-level thesis guidelines that Alan and Matt are working on.
- We discussed the ongoing proposal for a new undergraduate library program and the two-year late-entry option for that program.
- We discussed a major modification to INF1340 (currently called Introduction to Information Systems) which aims to bring the description of the course into line with the practice of how it's taught. There was discussion about changing the name of the course and Alan is going to send me the options so I can discuss them with MISC council at large.
- There may be a need for a systematic review of course names and course descriptions that Alan and Matt will spearhead. (This might not happen for a while, though.)
- We meet again October 3rd and it will be a key meeting as we seek to approve major modifications.

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Committee on Standing

- We met on September 13th. The committee is: Kelly Lyons (chair), Mary-Marta Briones-Bird as non-voting support, Barb Brown, Jenna Hartel, Aviv Shachak, David Phillips, Christie Oh (current DSA rep, this could change), a MUSSA rep to be elected, and me.
- We approved late course withdrawals, coursework extensions, and MI thesis proposals. (Several PhD thesis titles and committees had been previously approved by email votes.)
- We meet again in January for issues arising in the Fall term.

Respectfully submitted, Stephanie Abba