

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

27 October, 2016 16:30

MISC Governing Council Meeting Minutes

Present: Chelsea Misquith, Ken Kongkatong, Sari Gutman, Tristan Smyth, Duncan Broom, Stefan Lazov, Clara Luca, Jaisie Sin, Danielle Klein, Stephanie Abba, Sharly Chan, Angela Wang, Curtis Frederick, Evelyn Feldman, Lauren Ash, Amber Shortell, Teodora Naydenova, Catherine Fournier Boulianne, Laura Marchiori, Lily Yuxi Ren

Regrets: Eden Rusnell, Ronit Barenboim, Jake Miller, Shauna Nandkissore

Absent: Bridget Collings

Meeting Called To Order At: 4:36 pm

1. BIRT the agenda for 27 October, 2016 be adopted

Moved By: Tristan Seconded By: Chelsea, Carries

2. BIRT the minutes from 22 September, 2016 be approved

Moved By: Tristan, Seconded By: Stephanie, Carries

Discussion: Under faculty alumni report: should say attend, not lead

3. Reports from members of the Executive Committee

a. Secretary (See Appendix 1 for Secretary's Report)

i. Election update: there were 84 voters vs 72 last fall, 2 faculty council positions left open, still waiting on one person for intake, see report for issues and resolutions

ii. **BIRT the results of the Fall 2016 MISC Governing Council elections be ratified**

Moved By: Sari, Seconded By: Curtis, Carries

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- iii. Discussion of the filling of 2 positions on Faculty Council→ the right to the 14th council member was waived but not for 12th and 13th rep which means these spots need to be filled, Clara Luca and Sari Gutman volunteer
 - iv. **BIRT Sari Gutman and Clara Luca be a be appointed as the MISC Faculty Council Representatives for 2016-2017**
Moved By: Stephanie, Seconded By: Stefan, Sari Abstains, Carries
- b. President
- i. MISC Executive Meeting on October 19, 2016:
 - 1. Discussed constitutional amendments, iBall date conflict, investment, potential changes to the MISC budget, SSI Funding application guidelines, and MISC website/IT support (See Appendix 2 for the full list of minutes)
 - 2. The whole constitution is a mess and will need to be reconfigured. Each position should look over the whole constitution and make sure that anything to do with their position matches the reality of what they do.
 - 3. Email **Sari by November 27** with any changes you think need to be made.
 - 4. Council only needs to hold a minimum of 3 meetings a semester. Amendments will be discussed in December and passed at an AGM in January.
 - ii. Inforum Launch was on Oct 18, 2016 - iRelax (mindfulness meditation supplies) is ready for use - 24/7 fob access to Inforum
 - iii. General conduct for current and incoming councillors:
 - 1. Motions will have a BIRT (Be it resolved that) and can be moved and seconded by anyone. Anyone can abstain or oppose a motion and can choose to have it noted in the minutes.
 - 2. Send regrets at least 2 days before the meeting to Sari. If you miss 2 meetings without sending in regrets you will get an email from Chelsea.
 - 3. Read through the constitution to better understand your position and set up a meeting with all in your position to discuss the role of your position.
 - 4. Any meetings you cannot make, up to 48 hours before send an email to the google group (missconnect) to arrange for a proxy. If after 48 hours email Chelsea and she will help arrange for a proxy.

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5. It is understood that you are all volunteers and students. If you feel that you cannot complete a task, for any reason, even if it is a part of your position, please let your counterpart or Chelsea know. You will be supported if you need support. **Do not be afraid to ask for help.**
- c. Vice President (No Report)
- d. Treasurer
 - i. **BIRT MISC invest up to \$25,000 with RBC for a one-year term**
Moved By: Tristan, Seconded By: Danielle, Carries
 - ii. Health of the Budget: 2709.54 has been spent for far this year. There is lots of money in the Clubs start up fund and in the SSI fund. Everyone has access to view the budget and expenses in the google drive. Money comes from the head grant and student levy.
 - iii. There is over \$30 000 dollars in the bank account sitting not making money. The bank recommends investing it in a GIC with a rate of 1.2%. No money will be lost, it won't make a lot of money and is only for 1 year. Next year's council will look at the investment and decide if they want to continue. There is no get out clause. The rest of the money is used for an emergency fund (such as renovating the lounge) and is not budgeted.
- e. Webmaster
 - i. There will be a more specific update and report for next meeting. Still waiting for an update from IT so Duncan is not making too many changes. Duncan has not heard from Glen Cumming. ACM has been asked to be included in the discussion. Chelsea will include this in her report at faculty council.
 - ii. If you are having issues with the google group please let Duncan know.
4. Discussion of the Appointment of a New Chair of Governing Council
 - a. **BIRT the Secretary appoints Tristan Smyth as the Chair for the rest of the MISC Governing Council meeting**
Moved By: Duncan, Seconded By: Chelsea, Tristan abstains, Carries.
 - b. **BIRT the Secretary appoints a new chair at the beginning of every meeting of governing council**
Moved By: Stephanie, Seconded By: Ken, Chelsea opposes, Carries.
 - Constitutionally, secretary chairs or appoint a chair. Convention has been president as chair. Secretary has tried to chair and is finding it too hard to also take minutes.

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- Should president chair as chair will vote in times when there is a tie? There are 25 people on MISC so this is not likely. Usually the chair will be a non-voting member of the council but we do not elect a chair. In some experiences, president should not chair because it gives them too much influence to sway the vote.
- Traditionally secretary and chair do not vote but president knows the most about what is going on so they should vote. Constitutionally, each person is a voting member, not each position.
- The agenda of the meetings should include a section on appointing a chair in case the person who is appointed cannot make it. If secretary or president chair this is not a problem since meetings are decided based on when they are available and then to meet quorum. Should someone be hired and paid honorarium? No
- **Decision: MISC will have a rotating chair. if you want to chair, post in comments of the doodle poll. Secretary will appoint you at the beginning of each meeting.**

5. Reports from the chairs of standing committees/officers

a. Academic Affairs (See Appendix 3 for the report)

- i. Welcome to Lily Ren as the First-Year Academic Affairs Rep! → Lily on Faculty council, stephanie on committee on standing, both on programs committee
- i. Committee on Standing: meets again in January 2017.
- ii. Programs Committee: has met twice in October.
- iii. Oct 3: approved a name change to reflect what the course teaches, approved 2 new courses and discussed master's level thesis guidelines..
- iv. Oct 24: proposal for undergrad program is dead. New plan is to have a 2 year feeder program, proposed for 2018 but probably 2019. This will make MI more exclusive as half of students will be undergrad.
- v. Request for Guidance from Council re: issues with an assignment in INF2127 (Collection Development, Evaluation, and Management).→ this has been a problem in the past, assignment to stressful, demanding and worth 50%, the assignment was not removed from course (20 pages, small margins, 10p font), due on Monday
 1. No much can be done now, she has spoken with current and past students. Will speak with LIS liaison then head of MI. Should it be presented at Faculty council if nothing comes of this? There is the issue of academic freedom (profs not controlling other profs)
 2. Please email stephanie if you have any more discussion on this subject

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- b. Social (Report given by President on behalf of Social Co-Chairs)
 - i. Halloween Movie Night with MUSSA and DSA on Monday, October 31 at 8 pm (likely till about 10 pm) in the Inforum. → test case for using inforum after hours, will hopefully not interrupt classes
 - ii. USA Presidential Election Pub Night will be held at the Artful Dodger (10 Isabella St - smack dab between Yonge and Bloor/Yonge and Wellesley) on Tuesday, Nov. 8th. A Facebook event, email blast and calendar event will be created/sent out closer to the date. The election is on all day and we can start using the room as of 5 pm, but I presume 7 pm is a good time to start the event; what do you think? (Everyone will be responsible for their own food/beverage purchases.) → 7pm is agreed on.
 - iii. iBall plans have begun. It will be held on Saturday, Dec 10 (7-10 PM). Show of hands on if this works for council members. (We wanted to hold it on the Thursday, but unfortunately SLA has already scheduled theirs for this day, and we worry that any later may be too late, in terms of people going away for the holidays and such.) Stay tuned for further details! Likely to be held at the Faculty Club again. → Saturday works for the majority of Council.
- c. Professional Development
 - i. Held surveys on Monday and Wednesday to see what students have in mind for PD and what companies they would like at the showcase. There were 61 responses to the survey.
 - ii. Showcase: proposed date Wednesday January 18, plan to use inforum, still working on a list of employers, thinking of headshots
 - iii. Still working with faculty on career networking group and careers cafe
 - iv. Trying to form committee of people from all concentrations, email them if interested

6. Reports from representatives to external committees and organizations

- a. Alumni Association → they give money to students for conferences and most is usually not spent, alumni can participate in iskills workshops, want to host events with current students, they are involved in the redesign talks, run the job shadow and ask alum programs.
- b. MISC/MUSSA Liaison → Great to see that MISC MUSSA and DSA are working together on an event.
- c. Admissions Committee (See Appendix 4 for the full report)

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- i. Change in meeting schedule: only meet once a semester at the beginning of the year so they could focus on
 - ii. Reflection on Info Days
 - iii. Passed their target number of students accepted (wanted to be above 265). UXD, KMIM and ARM have grown a lot so more sections opened rather than larger classes. Accepting more students means hiring new faculty and having an embedded health and wellness counselor. Co-op option is bring in more interest.
 - iv. New branding campaign
 - v. Incoming students experience survey - more info to come: develop a survey, will get in touch soon
- d. **Graduate Students' Union** (See Appendix 5 for full report)
- i. September 27: New Academics
 - ii. Oct 26: Will get head grant check once all docs submitted, MISC has until December 2 to submit the documents.
 - iii. Equity and Social Days of Action Nov 2,
 - iv. Donation of \$2000 to the Chippewas of Thames First Nation legal fund against Enbridge
 - v. Filled committee and caucus chair positions. Lauren is new Queer Caucus Chair
- e. **Tech Fund** (See Appendix 6 for report)
- i. Approved budget to buy new tech and fund initiatives → welcomed new reps, purchased new equipment including VR equipment
 - ii. Vote on Studio 307 staff-person funding: approved funding for staff person for \$3000 which needs to be brought to MISC and MUSSA but now the person will not cost \$3000 so vote is ceremonial. Cost left out of motion for this reason
 - iii. **BIRT the Council approves the funding of the Studio 307 staff-person.**
Moved By: Danielle, Seconded By: Chelsea, Carries
- f. **Life & Times Committee**
- i. iTeas went well- deliberating how to adjust the space so students don't just grab and go and also what is the best time to have them to get the most people out? Spoke to

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Glen about this and I will be e-mailing him and Kathleen to move forward on this asap for next iTea

1. Want to have more people stay longer. Some students want the study break and ability to grab and go but this means some students who work will come after most people leave and food is finished. Should date be changed?
- ii. Had a suggestion from a student about making the interactive portion of the student lounge more noticeable - i.e. board games
- iii. Also had a suggestion for a games night
- g. Programs Committee (covered above in Academic Affairs Officers) (See Appendix 3 for report)
- h. Committee on Standing (covered about in AAO) (See Appendix 3 for report)
- i. Faculty Council
 - i. New website will have following sections: Future students, current, research, alumni, faculty & staff
 - ii. Prof. Lynn Howarth chairing the ALA-accreditation committee - site visit in March, 2017
 - iii. Enrolment exceeded targets this year
 - iv. Kathleen O'Brien: Alumni donations rolling in

7. Other business

- a. Selection of Working Group Chairs 2016-2017
 - i. **BIRT Shauna Nandkissore and Stephanie Pegg be appointed as Chair of the Mental Health Working Group**
Move By: Sari, Second By: Curtis, Carries
 - Stephanie Peg and Shuana Nandkissore expressed interest and have lots of ideas of how to engage students and not just to be a working group in name. Can someone not on MISC be chair? Yes
 - ii. **BIRT Duncan be appointed as Chair of the Part-Time Students Working Group**
Moved By: Stephanie, Seconded By: Chelsea, Carries.
- b. Discussion of the Survey Working Group
 - i. **BIRT appointment and discussion of a Chair of the Survey Working Group be tabled until next meeting**

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Moved By: Chelsea, Seconded By: Danielle, Carries

- Annual survey takes too much work and report from last year still not complete, no one fills it out and asks about things MISC does not have power to fix. Survey should not continue and committees be in charge of committee specific surveys. No enough data is received to back up issues anyways → **discussion is tabled to next meeting**
- c. Student Wellness Discussion: Thurs, Oct 27 from 12-1 PM (See Appendix 7 for full report)
 - i. Attendance from MISC, MUSSA, DSA, MI and MMST students, the embedded counsellor and U of T Health and Wellness
 - ii. Discussion on the state of Wellness of the iSchool. Some of the issues discussed include: where to find wellness, stress & anxiety, long commutes affecting group work/participation/health, conflicting work deadlines, stress from new experiences, contacting the embedded counsellor, peer support groups, section “privileges”, wait time regarding accessing issues
 - iii. We will be having another meeting within the next month. If you are interested in attending email Chelsea.
- d. iSchool Brand Renewal Strategies consultation: Monday, Oct 24 from 12-1 for first years and from 4-5.30 for upper years and part-timers → **table it to the next meeting**
- e. Decision about a date for the next meeting → The next meeting will happen the week of November 28 or December 6. (13 to 12 vote)

8. BIRT the meeting be adjourned

Move By: Jaisie, Seconded By: All, Carries

Meeting Adjourned at: 6:42 pm

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Appendix 1:

Report to Council Re: Election

Updated October 27, 2016

Results of the MISC 2016 Fall Election (pending ratification):

Contested

- Vice President: Ken Kongkatong
- First Year Academic Affairs Officer: Lily Ren
- First Year Tech Fund Representative: Jaisie Sin
- Graduate Student Union Representatives:
 - Lauren Ash
 - Stefan Lazov

Acclaimed

- First Year Professional Development Chair: Sharly Chan
- Second Year Tech Fund Representative: Tristan Smyth
- Life and Times Committee Representative: Amber Shortell
- Faculty Council Representatives:
 - Tristan Smyth
 - Jaisie Sin
 - Ronit Barenboim
 - Evelyn Feldman
 - Laura Marchiori
 - Angela Wang
 - Bridget Collings
 - Shauna Nandkissore

Related Appointments

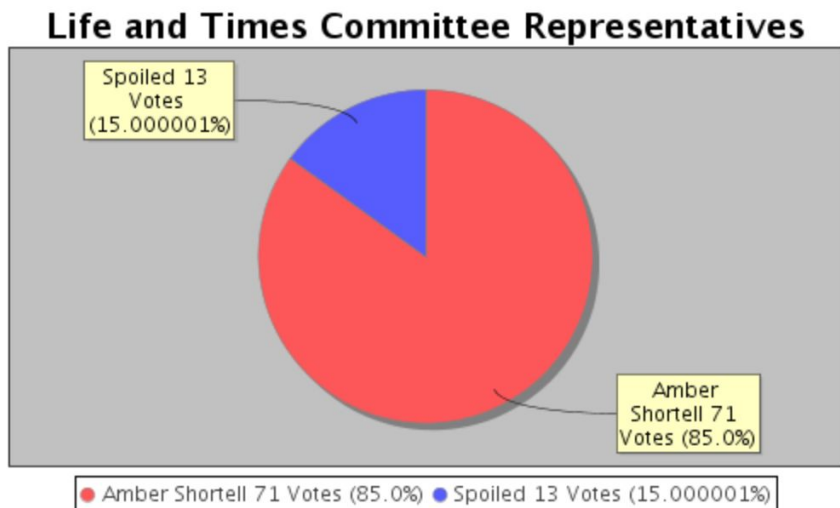
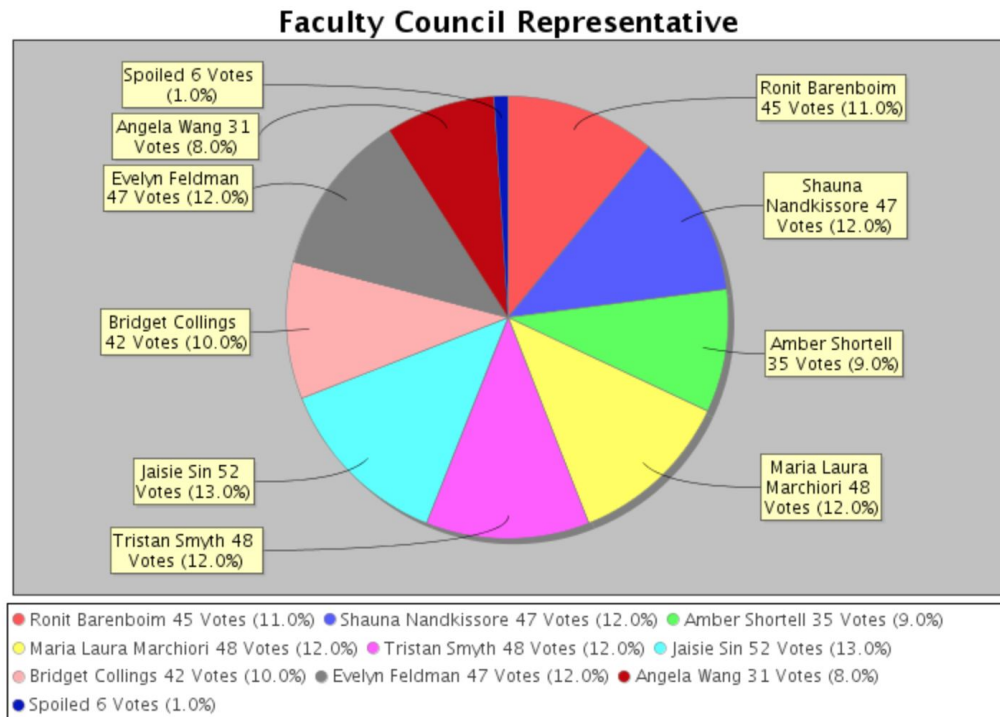
- Faculty Council Representatives
 - Chelsea Misquith (President)
 - Ken Kongkatong (Vice President)
 - Lily Ren (Academic Affairs Officer)
 - TBA (2)
- Graduate Student Union Representatives: Ken Kongkatong
- First Year Programs Committee Representative: Lily Ren

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Statistics

- There were 22 nomination forms sent in with a total of 32 nominations (last year there were 24 nominations including those who dropped out)
- For various reasons there were 22 names on the ballot
- There were 84 votes cast in the election (last year's turn-out was 72)
- The 5 people who were elected to their positions all accepted
- Only one person out of the 12 acclaimed positions did not accept
- This left 2 faculty council positions open

Results

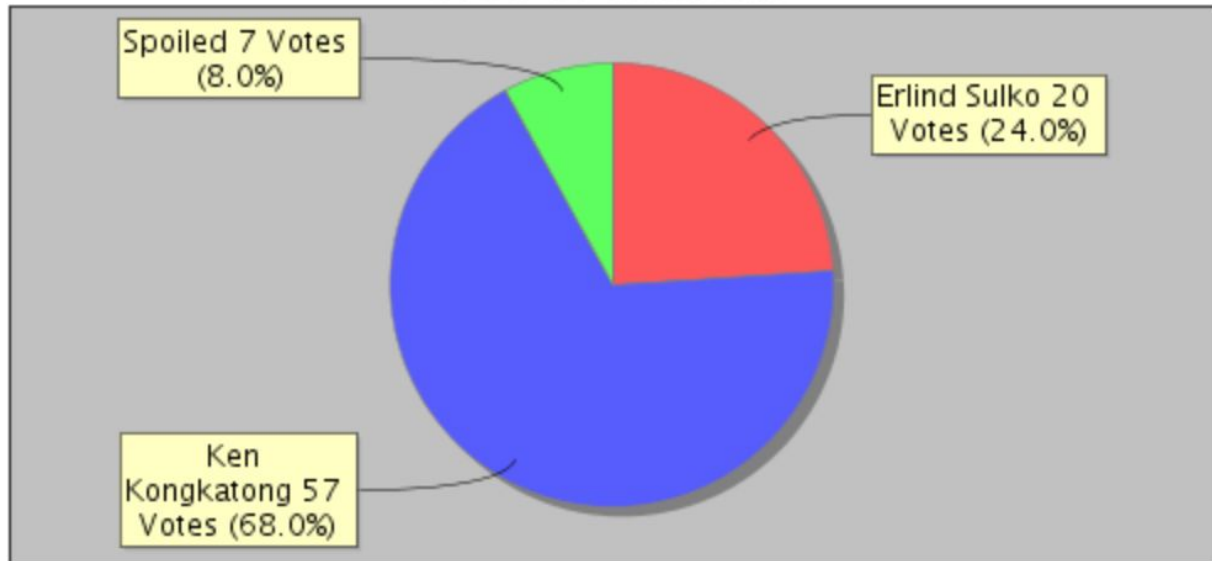


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Results - Masters of Information Student Council Fall Election

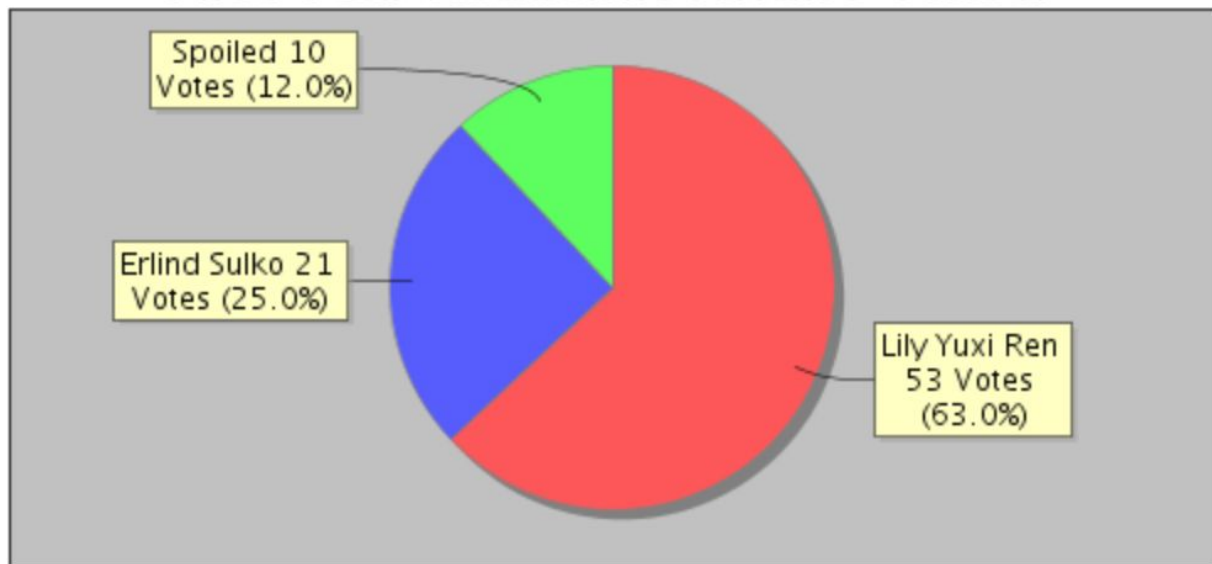
84 votes were cast for this election.

Vice President



● Erlind Sulko 20 Votes (24.0%) ● Ken Kongkatong 57 Votes (68.0%)
● Spoiled 7 Votes (8.0%)

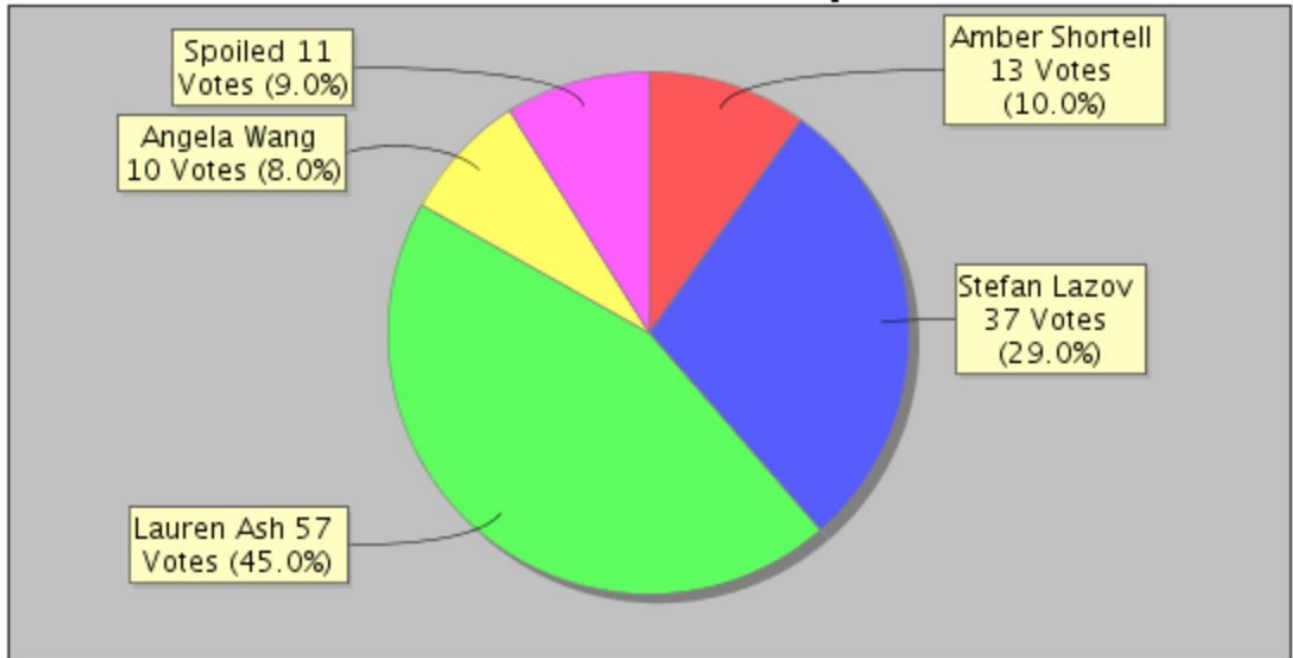
First Year Academic Affairs Officer



● Lily Yuxi Ren 53 Votes (63.0%) ● Erlind Sulko 21 Votes (25.0%)
● Spoiled 10 Votes (12.0%)

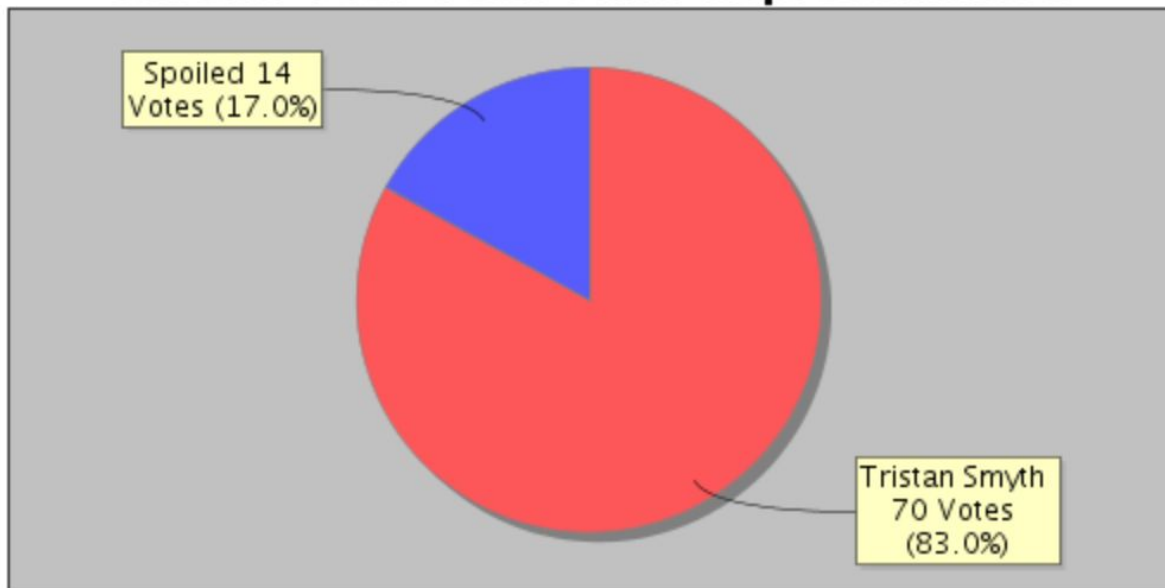
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Graduate Student Union Representative



● Amber Shortell 13 Votes (10.0%) ● Stefan Lazov 37 Votes (29.0%)
● Lauren Ash 57 Votes (45.0%) ● Angela Wang 10 Votes (8.0%) ● Spoiled 11 Votes (9.0%)

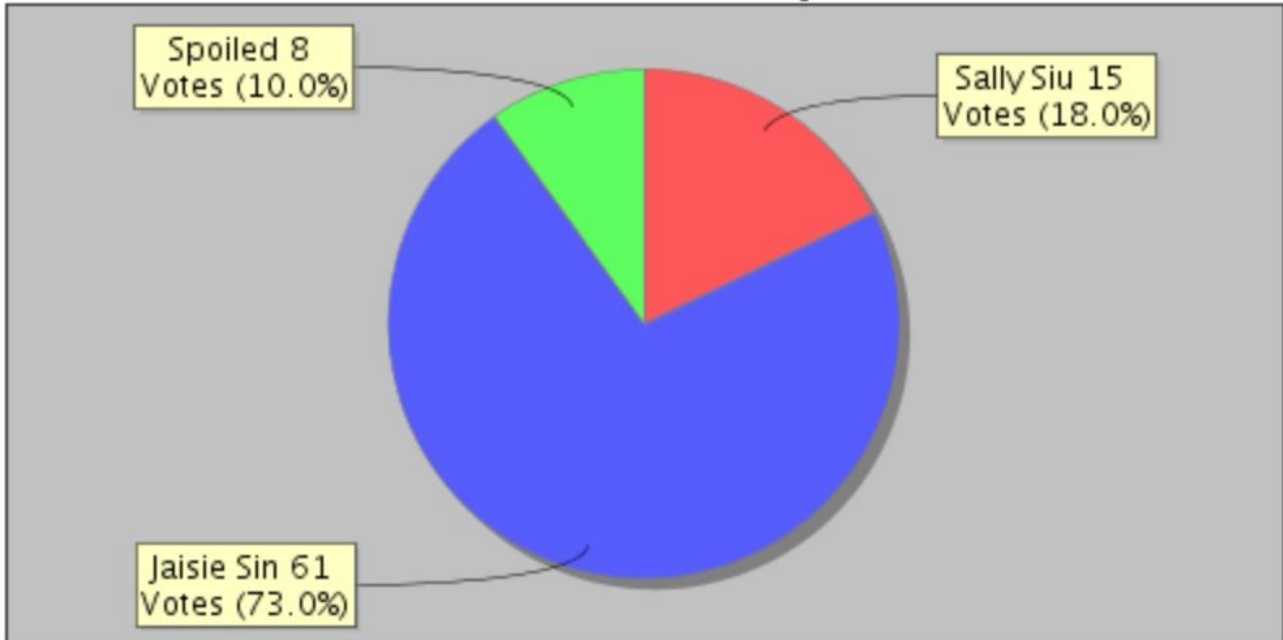
Second Year Tech Fund Representative



● Tristan Smyth 70 Votes (83.0%) ● Spoiled 14 Votes (17.0%)

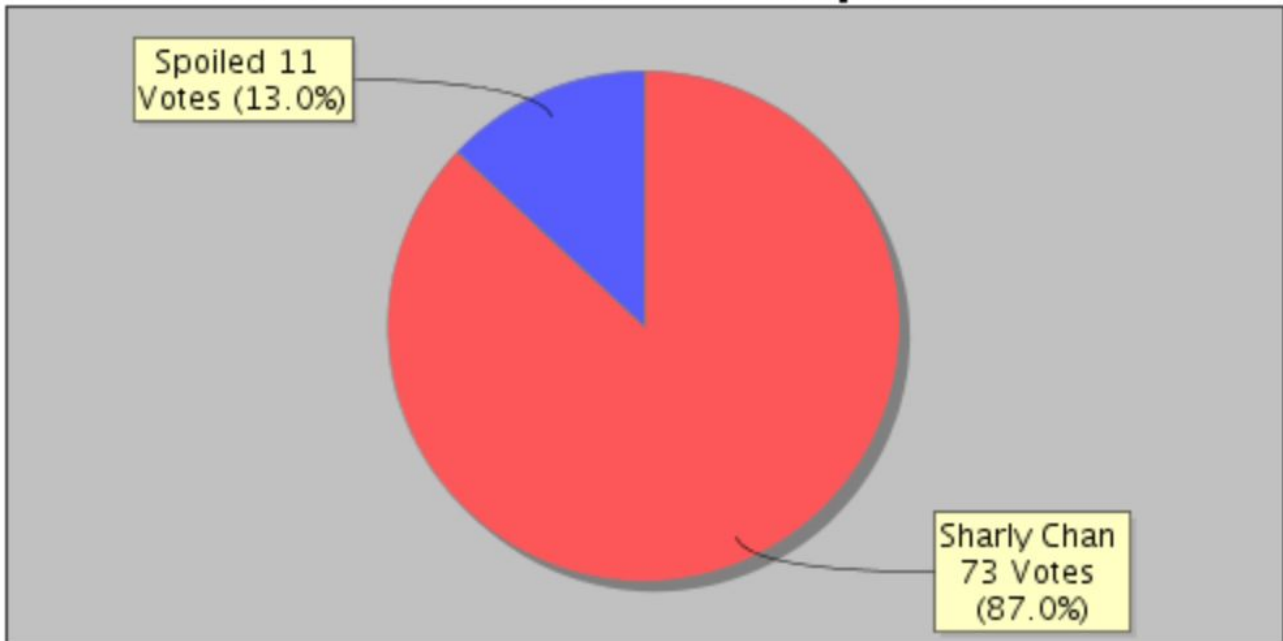
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First Year Tech Fund Representative



● Sally Siu 15 Votes (18.0%) ● Jaisie Sin 61 Votes (73.0%) ● Spoiled 8 Votes (10.0%)

First Year Professional Development Co-Chair



● Sharly Chan 73 Votes (87.0%) ● Spoiled 11 Votes (13.0%)

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Intake/Website

- I have emailed all of the candidates and given them the intake information
- We are still waiting on one person and Duncan is in the process of updating the website and making sure that any missing information (picture/bio) is updated
- We will be updating the history section on the website
- The elections page has been updated with the results and the Spring Election info

Issues that came up during the election

- Most candidates were able to use the new nomination form. The new form allowed people to nominate themselves more than once in one form and it worked out well. The form also asked everyone to agree that they could attend meetings and fulfill the duties of each position. I again asked each candidate if they are able to attend meetings and fulfill the duties of their positions again when I emailed each candidate.
- Some of the questions from the nomination period include getting help from a current member of MISC with their nomination statement or in the case that someone else nominated them, if they could submit their statement after the nomination period was over. I determined that all statements need to be handed in by the end of the nomination period and if you want help with your statement you should ask that person in advance of submitting it. I will be adding to the policy document some recommendations on how to address these issues, including an issue that could come up with someone nominating someone else without enough time for the nominee to accept the position and write a nomination statement.
- One candidate posted a poster with the MISC logo on it. It was taken down and they were asked to create a new one which would need to be approved. I will be reviewing the way in which candidates campaign during the election and adding it into the policy document.
- This was the first time that the no confidence vote was used for the faculty council members and I found that it was hard to determine if there was confidence in each candidate. I have decided that I need to explore a new way of doing this for next years fall election.
- The election was held for one extra day. I am going to find out if there is a way to see how many votes were cast during this extra time.
- For the spring election, each person was given an exit report from their previous council member but some positions do not have exit reports. I have tried to connect new council members with their second year council member and i try give them as much information as I can to help them out. I will be making sure that new council members will get access to exit reports and that they are being completed. I have also asked candidates to review the position description in the constitution so they are familiar with what their role is.
- Promotion: there were some issues promoting the election, tabling, making announcements etc. I found that tabling did not really work so I will be making announcements, working on posters etc

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- One person has not accepted their nomination therefore, there are 2 open positions. We will be discussing what to do if we cannot get 2 council members to volunteer (do we open it back up to the faculty or will we waive that right?)

Future Steps

- I will be reviewing the elections policy in the constitution and the policy document
- I will be reviewing what worked with promotion and creating a guideline document
- I will be creating a guiding document for the election so that all of the information is in one place for next year's secretary and for my own use for the next election
- Duncan and I will be meeting to figure out a better way to deal with the electronic aspects of the election (nomination statements, website updating, promotion, intake)

Respectfully Submitted: Sari Gutman

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Appendix 2:

Minutes



Master of Information Student Council

University of Toronto, Faculty of Information

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Claude T. Bissell Building, Room 307

19, October, 2016

MISC Executive Council Meeting

Present: Chelsea Misquith, Ken Kongkatong, Sari Gutman, Tristan Smyth, Duncan Broom

Meeting Started: 5:52 pm

1. President

a. Constitutional Amendments

- i. AGM can be any time during the year and amendments can be made any time during the year. Example of things to be amended below:
 1. Convention that the President chairs the meeting but according to the Constitution, the Secretary needs to Chair or appoint a Chair: Sari will motion to appoint someone as Chair for the rest of term and then do another one in January (General Council can vote on who the Chair will be)
 2. Academic Affairs Officers roles need to be more clearly delineated
 3. Language of the roles should be clear - Second Year Reps changed to Upper Year Reps to be inclusive and accurate
- ii. Should we set a separate meeting for constitutional amendments? Might be hard to get quorum - easiest to just eliminate one month's meeting and have a slightly longer meeting
- iii. Should a working group be created? No because it will be too much for students to take on - Sari, Chelsea, and Ken can collaborate on this
- iv. For October we are soliciting feedback from the MISC General Council for the constitution to be sent to Sari by Nov 27
- v. No November meeting, but will have a longer Dec meeting where the constitutional amendments will be discussed
- vi. Will have our AGM in January (instead of April), where voting on amendments will take place

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b. iBall

- i. Social Committee Co-Chairs planned the iBall for Dec 8, but Special Libraries Association (SLA) is having their annual holiday social on the same date at Hart House. Kate Johnson (also on FIAA) spoke to Chelsea about this. It might not look good if MISC goes ahead with this date as the Social Committee Chairs have not yet booked a location for the event. Additionally, LIS students will be interested in networking and socializing at the SLA social, and so it could affect attendance for the iBall
- ii. MISC recognizes that Fridays do not work for certain students due to religious reasons.
- iii. Executive recommendation: Move the date to Saturday, Dec 10, if possible. The final decision rests with the Social Committee Co-Chairs, and we suggest that they decide a date as soon as possible so that they can book a location and move ahead with planning and invitations.

2. Treasurer

a. Investments

- i. \$30,000 reserve funds in the account - invest around \$20,000-\$25,000 so that it's not just sitting there
- ii. Income Builder GIC (Suggestion: 1 year investment that will be on a renewable basis - so next year's council gets to decide if they want to continue):
<http://www.rbcroyalbank.com/products/gic/incomebuildergic.html>
 1. Risks: we do not lose money on this and it will not be taxable. The worst that can happen is that we do not make any money on it (which is what would happen anyway if we were not to invest it).
 2. How does this affect our annual audit? UofT says that as long as we do not make over \$7000 in income we would still be exempt from audits
 3. MISC General Council will discuss and vote on the motion at our October meeting so that Sari, Tristan, and Chelsea can get the paperwork done at the bank

b. Budget

- i. Based off last year's expenses and this year's enrollment (plus actual money received) MISC might have around \$1,400 more than last year
 1. Does this extra money go to the Social Committee budget? They have expressed a need for it, and judging by the increase in students this year,

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that might be a necessity - council can decide once we actually receive this money

- c. Student-Sponsored Initiative (SSI) Funding, Guidelines and Application need to be rewritten
 - i. Gist of updates that Tristan will make: Any SSI requests that come to Tristan will be voted on by the entire Executive via e-votes. If the request is approved, we bring it up to the MISC General Council at the next meeting and let them know. If the request is not approved, we explain it to the MISC General Council.
 - ii. Tristan and Duncan will discuss integrating the SSI form and the Club Start-Up forms on the MISC website

3. Webmaster

- a. Website Server/Lack of IT Staff
 - i. Glenn Cumming has not gotten back to Duncan yet about the MISC website server - we do not have an IT contact person right now
 - ii. Chelsea will bring this up with Glenn in person when she meets him next
 - iii. Tristan would like for the MISC Office computer to have editable PDFs for accounts-keeping purposes, but we do not have admin access to do any software upgrades

Meeting Concluded: 6:35 pm

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Appendix 3: Academic Affairs Report - MISC Meeting 27 Oct 2016

Welcome to Lily Ren as First-Year Academic Affairs Rep! Very happy to have you on board.

Program Committee Meeting of October 3rd 2016

Attendees: Prof. Kelly Lyons (Chair), Ms. Anja Hamilton (MMST), Ms. Stephanie Abba, Prof. Alan Galey, Ms. Barb Brown, Mr. Allen Kempton (DSA), Prof. David Phillips, Prof. Matt Brower, Prof. Heather MacNeil, Ms. Elisa Sze, Prof. Brian Cantwell Smith (invited), Ms. Mary-Marta Briones-Bird (recorder).

- The Committee approved a Minor Modification for a new Doctoral-level course.
- We approved the name change to INF1340 Programming for Information Systems.
- We approved two courses, INF2191 User Interface Design and INF 2192H Representing UX. This came from existing courses in the KMD being transitioned to the new UXD concentration.
- We discussed the proposal for an undergrad program at UTM.
- Prof. Galey as MI Program Director (and Prof. Brower as MMST Program Director) brought forward Master-level theses guidelines for discussion. The committee discussed two main points:
 - 1) the length of a Master-level thesis (and how that might differ for hybrid projects (prototypes or programming, etc.) and
 - 2) the timelines of Master-level thesis work (it's an 8-month process, not a 12-month process).

Program Committee Meeting of October 24th 2016:

Attendees: Prof. Kelly Lyons (Chair), Ms. Stephanie Abba, Ms. Lily Ren, Prof. Alan Galey, Ms. Barb Brown, Mr. Allen Kempton (DSA), Prof. David Phillips, Prof. Matt Brower, Ms. Elisa Sze, Ms. Anna Prelat, Ms. Mary-Marta Briones-Bird (recorder).

- The proposal for an undergrad program at UTM is dead. There is a proposal going forward to the Provost about an undergraduate program to be offered by the iSchool. If approved, they're hoping to start it in 2018 but it might not be until 2019.
- They're also talking about a certificate program that could start as early as Fall 2017; this could come before Faculty Council in the winter term. This could (eventually) result in a reduction in the size of the Master's program with the overall enrolment filled in with undergraduate students. (It was pointed out to us that Master's-level students are ONE BIU (basic income unit) and undergrad students are SIX BIU -- the faculty would make a lot more money this way. So the enrolment remains the same, the Master's degree is more competitive/exclusive.)
- We continued the discussion about the Master-level thesis guidelines. Revisions will be sent out at a later date.

The **Committee on Standing** has not met since September does not meet again until January.

Respectfully submitted, Lily Ren and Stephanie Abba, October 24th 2016

Approved

Addendum: Request for Guidance from Council

Stephanie was approached about this by students currently in the course, and is seeking the advice of council in terms of possible actions or directions we might take. Here is some background on the situation:

In 2013 and 2014 an assignment for Professor Dilevko's INF2127 Collection Development, Evaluation and Management course caused a great deal of stress and pressure due to the demands it made. There was a feeling that the assignment had unfair expectations for both time required to complete it and the volume of work requested. The assignment required analysis and comparisons of up to 40 publishers. The finished product is a 20-or-more page single-spaced report (in 10-point font with the narrowest possible margins). It has a weight of 50% of the grade and is due mid-semester. A complaint was made to the then-MI Program Director Nadia Caidi but nothing came of it. (Some student comments from that time were compiled and can be read here: <https://drive.google.com/file/d/0B1RWrLItsojTSTBHeUNYZ2FXRmc/view>.)

The general consensus seems to be that although the premise of the assignment has merit (learning about different publishers), students feel they would get as much out of completing a smaller version of the assignment, and that the learning benefits were not so great as to justify the size and scope of the assignment as presented. That is, although the base assignment is valuable, the sheer volume/repetitiveness of the assignment was absurd and over the top.

There are certainly elements of academic freedom in this discussion. Faculty will likely be reluctant to tell other faculty what they can and can't teach or require from their students. The course was offered in 2015 with this assignment relatively unaltered from its previous incarnations.

This has been an issue before and is an issue again this term; it seems to me that this is an ongoing issue for students and it might be a benefit to future classes that this at least be on the record as an ongoing complaint.

Potential action items, in no particular order:

- 1) Relay the feedback to the instructor, Professor Dilevko. (He knows, he got feedback in 2013 and 2014 and has not changed the assignment except to possibly make it more demanding.)
- 2) Talk to the LIS liaison (currently Patrick Kielty).
- 3) Talk to the MI Program Director (currently Alan Galey).
- 4) Talk to the Dean (currently Wendy Duff).
- 5) Talk to Barb Brown to ask for her advice in how to proceed.
- 6) Talk to other grad student associations (GSU?) to see if they have any previous examples to draw on for resolving this.
- 7) Create a report about this for MISC for the information of future councils.
- 8) Do nothing.

Respectfully submitted, Stephanie Abba, October 27th 2016

Approved

Appendix 4: MRAC Fall Meeting - September 19, 2016: 3:30pm

Change in meeting schedule

- The committee does not have anymore loose ends and policy work to do
- Much of the committees work is performed on info days and applications review sessions; Reducing time spent on meetings allows for more time to focus on these functions

Reflection on Info Days

- Info days success measurement: less focus on numbers, greater focus on retaining attendees' interest in the program

Incoming class update

- Numbers of incoming students are over target, but they planned to go over the target number
- MRAC sees benefits in increased enrolment:
 - Were able to hire more faculty - hired 3 new faculty members for this academic term
 - Received an allowance for an embedded counselor
 - Overcome fiscal challenges - come back from a deficit position to a position of excellence
 - Plan for student growth to not impact classes: add more sections, do not increase class size; knew where the growth was from applications, so they knew where to add the extra sections
- Focus is now on registration stats, not on offer acceptance stats (because those fluctuate more than registration stats)
- 265 registered 1st years, 40 of which are international students, for 2016-2017 academic year
- Co-op increased interest in program and helped increase student body; also increase in use of social media and online outreach - webinars (not just chats); also, rapid responses from iSchool to applicants yielded faster responses from applicants
- UX, KMIM, ARM - concentrations with highest growth proportion and lower part-time student numbers

New branding campaign

- iSchool is conducting a rebranding project - create new visual and written narratives to explain our faculty and programs; will have a new look and new discovery phrase; unified message and identity, more sophisticated and powerful
- Will roll out in February 2017

Incoming students experience survey - more info to come

Approved

Appendix 5: UTGSU October council meeting (2016-10-26)

*****MISC needs to apply for Fall 2016 UTGSU head grant. Staggered deadlines = amount of \$\$ funded*****

Activist issues concerning all members of UTGSU

- Removing summer gym fees
- \$17500 for all funding packages
- conference & research funding requests
- CFS local 19 UTGSU- national day of action – via equity & social committee
- Rally @ sid smith Nov 2 @ noon breakfast served 11am – marching to Queens Park from Kings College, Rally event page located through UTGSU digest link
- Light lunch and snacks provided-
- 1. sign petition (online or physical)
- 2. Need help spreading word

Budgetary issues

- donations to the Chippewas of Thames First Nation legal fund against Enbridge, Line 9 – pipeline from Sarnia to Montreal through Toronto. Reversed, carrying tar sands Bitumen. 40 y.o. significant risk for spill and leak. Taking Enbridge to court b/c didn't ask for approval from Chippewas of Thames which is constitutionally obligatory. Legal costs run ~500k Precedent setting for indigenous rights but all Ontario and Quebec stand to benefit- re: the health and safety of our drinking water.
- **Council body voted in favour**

UTGSU council elections

- Voted Sarah Cooper as new exec at large after ad hoc campaign
- Approved new committee and caucus positions
 - o Lauren Ash (MISC) approved as new Queer Caucus Chair

Mental/Physical health

- Concern there is no SGS intramurals
- Students who seeking peer to peer conflict resolution

Academics

- Process to appeal funding or lack there of if a funded student feels there is an issue with their funding package

Appendix 6

Approved

Report to Governing Council

Student Tech Fund

October 27, 2016

1. Recent Votes

- Approved \$275.00 Studio 307 Rapid Prototyping Workshop
- Approved \$1618.14 12.9 inch iPad Pro, Apple Pencil, and Wacom Tablet for Inforum Tech Loans
- Approved \$2,402.53 iSkills Mountmaking Workshop
- Approved \$70.75 ACM Intro to Hadoop Workshop

2. Motion on Studio 307 Staff Funding

- i. **BIRT the Council approves the funding of the Studio 307 staff-person.**

Tech Fund has approved funding for a staff person for Studio 307. We're seeking approval from MUSSA and MISC for this expenditure (although it is just under the \$3,000.00 mark). MUSSA approved this funding at their October meeting.

Cost: Approximately \$2934.36

Description: A 171-hour staff position at 9-hours per week

Cost Breakdown: 171 hrs * \$15/hr * 1.04 (vacation) * 1.10 (benefits) = \$2934.36

Job Description:

TechFund has 1 **casual contract student** positions available for qualified **University of Toronto** students. Casual students must be registered in at least 2.0 credits continuously from September 2016 to April 2017 (or, at least 40% course load for graduate students). All student applications will be considered, but priority will be given to **first-year MI/MMST students registered at the Faculty of Information, University of Toronto**. In addition to staffing open hours at Studio307, a fabrication lab located in Bissell, this position will be primarily responsible for curriculum development and exhibition opportunities within the space. Our ideal candidates will have experience as an educator and experience developing and mounting exhibitions.

Duties:

- Staffing open hours in the space; welcoming newcomers, providing assistance and introduction to Studio307
- Keeping Studio307 tidy and organized
- Either developing and mounting 1 workshop or lecture/month or recruiting involved students to do the same with a target of 1 curriculum event/month

Approved

- Liaising with faculty and student groups (e.g. ACM chapter) regarding how Studio307 can be used to support course objectives or deliverables, or student-led workshops
- Developing and maintaining Studio307 exhibition space (physical and online)
- Writing and disseminating technical documentation and signage for the equipment (in the space and online)

Requirements:

- Availability during open hours at least 2 days/week
- Experience as an educator or in community facilitation
- High level of general technical competency
- Strong interpersonal skills including flexibility and a collegial nature

To apply, email a CV and cover letter addressed to _____ at _____ by 4pm, Oct 14th.

This contract will run from the **Oct 2016 to the end of Mar 2017**. Please note that only successful candidates will be contacted for an interview.

Note: Studio307 is a research site for a 2016-2017 study on how students experience makerspaces. Your participation in this study (as either a subject of observation or interviewee) is not a requirement of your employment. Should you wish to learn more about this before applying, details regarding the study and your decision to provide or not provide or withdraw consent can be discussed with Jess Whyte (jessica.whyte@mail.utoronto.ca) or Dr. Jenna Hartel (jenna.hartel@utoronto.ca). All applicants will also be sent an email outlining the research and subsequent consent process. Further questions about your rights as a participant in the study can be directed to the University of Toronto Office of Research Ethics by phone (416) 946-3273 or by email at ethics.review@utoronto.ca.

3. Other Business

- **New reps:** Our new reps all have roles including a referendum coordinator who is excited to make the referendum happen this year. We're really excited to have Jaisie and Tristan from MISC and Dani and Alice from MUSSA on board!
- **Bylaws:** Our draft bylaws have officially been adopted after they passed at MUSSA this month.
- **VR equipment:** We are looking into purchasing VR equipment for loan use at the Inforum following a student request. Our reps are researching different options and potential applications of this equipment for MI and MMst students. We may come to MISC & MUSSA for further input on these purchases. Anyone who has any thoughts or ideas should please be in touch with me.
- **Request for funding (RFF) program:** Please spread the word, particularly if you are a part of any other clubs/associations, about our RFF program. We want to get the word out to students to turn to us with requests, so long as they fall within our mandate of advancing ICT education at the iSchool.

Approved

- **Previously passed motions:** Since reports haven't been regular over the past few months, I compiled a list of Tech Fund passed motions so far this year for those who are interested and so this information is clearly on the record. See table below:

Date	Motion
May 2016	BIRT that iSchool approves the updated Terms of Use for LibGuides submitted by Nalini Singh.
June 2016	Be it resolved that the Tech Fund Committee allows the Inforum to decommission and dispose of a set of old Macbooks at their discretion, with a suggestion to offer them to the Room 307 project for use in maker projects.
June 2016	Be it resolved that the Tech Fund Committee adopt the Funding Report initiative put forward by Katherine Mallelieu, and create a Google Form for recipients of Requests for Funds.
	BIRT that the committee approves allocation of \$3,775.20 CAD to the Studio 307 initiative, helmed by Jess Whyte, to fund a staff-person for the space (to be followed by approval by MISC and MUSSA).
July 2016	BIRT that the committee approves allocation of \$2,776.00 CAD to the Studio 307 initiative to fund equipment costs.
July 2016	BIRT the Tech Fund Committee add a new position for the Inforum Representative, to be filled by an Inforum staff member selected by the Inforum librarians. BIFRT Lari Langford will be the Inforum Representative for the 2016-2017 academic year, commencing on July 1, 2016.
August 2016	BIRT the Tech Fund Committee allocates \$1,445.00 to the Inforum to fund fall 2016 iSkills workshops.
August 2016	BIRT the Tech Fund Committee allocates \$1,200.00 to the Inforum to fund technology purchases for meditation support.
August 2016	BIRT the Tech Fund Committee allocates \$2,128.00 to purchase 500 branded USB keys from Flash Drive Canada for handing out at orientation week for the next two years.
August 2016	BIRT the Tech Fund Committee allocates \$148.00 to purchase raffle prizes for 2016 Orientation.

Approved

August 2016	BIRT the Tech Fund Committee allocates approximately \$300.00 to purchase 500 Tech Fund stickers.
August 2016	BIRT Tech Fund allocates \$150.00 to ACM to fund three brown bag lunch events in the fall term.2128
August 2016	BIRT Tech Fund allocates \$175.00 to ACM to fund their Game Design Night event.
September 2016	BIRT Tech Fund provides \$50.00 to add a brown bag lunch event to ACM's fall term brown bag series.

Submitted by Danielle Klein on October 21, 2016

Approved

Notes From The Wellness Meeting

Attendees: Barb Brown, Judy from Health and Wellness, Jaylin Bradbury (Embedded Counsellor), Sari Gutman, Shauna Nandkissore, Amber Shortell (MISC), Sydney (MUSSA), Curtis (DSA), Anita and Greg (first year MI students), Maya and Danielle (second year MMST students)

- Barb wants to know what is going on, get the lay of the land
 - Students feel that they are having difficulty if they need to talk to someone about their stress
 - Barb pushed to get an embedded counsellor if they got enough enrollment (this happened, now we have Jaylin)
 - Wanted to know how they can internally support the wellness of students
 - Culture of wellness (how can we meet it) (what brought you here)
 - o There is little-to-no knowledge of the embedded counsellor, how do we contact her, how do we spread this news around to the school: there are not a lot of ways to destress, could be better planned
 - o Deterred from making an appointment with the embedded counsellor because you cannot make an appointment directly with her
 - o MMST students stressed about being late if they are commuting in (because they lose a percent of their participation grade)
 - o Not covered by accessibility yet (participation should not be about attendance or being late)
 - o Very few options available for PhD students, you have to buckle down and carry on (doctoral student cannot opt out of their responsibilities)
- Suggested that reading week should be earlier to accommodate workload
- o Very busy place, professors are busy, students are busy, pressure to take steps to the dissertation are so keenly felt that Curtis has not had time to breath (has a 5 year project in the work)
 - o No built in breathing room for the PhD students, as some of them come straight out of the iSchool MI
 - o Help Hub is a new change
 - o Students need to know what to do about non-academic issues
 - o Program specific stressors (email Barb about it)
 - o First year student: pressure to get involved, be on student council, do not know what to do first, pressure from other students to be involved
 - o Appreciated knowing about the embedded counsellor: go through health and wellness channels to get an appointment
 - o Students need more awareness of the embedded counsellor
 - o Not sure where to find wellness (how to balance wellness and stress)
 - o No time to take care of yourself, students need to find ways to take care of ourselves
 - o Navigate U of T health and wellness: a lot out there but the times do not work well for iSchool students, services are not regularly offered over the summer
 - o Suggested casual but confidential anxiety talk group (can be facilitated by a student) so students can still come here to chat all year in a safe place. There they can talk with students who are going through the same thing, more casual
 - o Culture of wellness will look different for everyone

Approved

- o Career oriented: told to take as many opportunities as possible (even by panel participants)- being told we're supposed to have a high stress environment
- o Assignment deadlines often conflict (all in the same week)
- o Some professors are really open to wellness (suggestion of doing a panel with professors)
- o How to make an appointment with the embedded counsellor- is there a shorter waitlist?
- Jaylin:
 - o Trying to figure out how to access her
 - o Direct connection is hard to access her (she should spend the time talking to student rather than dealing with scheduling herself)
 - o Uses the health and wellness team to answer the calls
 - o This is also done so that if students need different counsellors rather than embedded counsellors they can get that help
 - o Supposed to talk only about the program: people should understand they she works holistically and will help with every issue not just iSchool
 - o Embedded with Innis college as well (seeing slightly more people from iSchool)
 - o This may mean having a smaller wait list
 - o Tuesday/Thursday are her availability
- Judy: Peer support piece: peer support stuff in a few different ways
- Addition:
 - o Telecommuting and group work (have more iSkills or in orientation) (faculty will need to support this), go over the basics of group work, these are your options for working, explain
 - o How does being a commuter students (1 hour plus) & how that impacts your ability to get involved
 - o More work the resembles the type of work we will be doing professionally in the field
 - o Financial, getting practical vs theoretical skills and knowledge as an MI student having to go to iSkills workshops for the practical skills, not

The plan is to have another meeting within the next month with those who attended today.

Respectfully Submitted: Sari Gutman, Amber Shortell and Shauna Nandkissore