

University of Toronto
Faculty of Information
Master of Information Student Council
Wednesday June 29th, 2011
Student Lounge, 7th Floor, Claude Bissell Building
7pm-9pm

Meeting Minutes

Official Regrets: Valerie Stevens, Heather Buchansky, Michelle Lovegrove-Thomson, Stephanie Quail

Present: Koren Siddles, Lindsay Gibb, Eleonore Fournier-Tombs, Victoria Baranow, Sara Allain, Shawna Delgaty, Martinus Driessen, Melissa Bell, Stacey Redick

Recorder: Shawna Delgaty

1. Approval of Agenda – carried @ 6.10 pm.
Reading and Approval of the Minutes April 29th - carried
2. Executive Committee reports:
 - a. President (Victoria)
 - i. General reminders and Updates: Lounge cleaning schedule is on the wall; Victoria will remind you the week before it's your turn. E-mailed Ivan regarding visibility of the MISC on the iSchool website; Ivan will put it towards the committee vote
 - ii. **Motion** (seconded) to approve the Faculty of Information Student Conference request for funds (see Motion A below) – carried.
 - iii. Mentorship Program – Update and Introducing Catherine Richards and Claire Baker. MMSt. programmed is thinking about having their own mentorship programme. Previous mentorship programme encompassed both MI and MMSt students. Call for mentors has already gone out, so mentors and mentees who apply will be forwarded to MMSt mentorship programme and coordinate with Catherine and Claire.
 - iv. Update on re-writing of Tech-Fund By-law: Almost complete. Tech fund reps are waiting for info from Susan Brown. Completed will be cleared with execs. Some changes may be made to amounts allowed before approval.
 - v. Proposed changes to the Constitution – (see Motion B below), to be tabled for one week in accordance with the MISC Constitution. Current constitution says that we have to have a one week period to reply by e-mail. Main issue involves voting in of people on a temporary basis to fill vacant positions, changing FIS to FI, etc. Pls review distributed document. E-mail will be sent in one week. Pls reply to both Victoria Baranow and Shawna Delgaty.
 - vi. Meeting with Andrew Drummond (faculty council) and the Dean: iSchool website (Governance) has meeting minutes posted for interested students. VB met with Andrew and Seamus. Have hired a career mentor for professional development for iSchool students. Goal is for career mentor to sit down with every student for approx. 15 minutes. This has not yet

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been officially announced by faculty. Heather Buchansky to meet with her soon. Also, Dean Seamus Ross would like to meet more council members.

- vii. Faculty/CLA request for payment to Sarah Shujah for the CLA Conference Travel Award: Susan Brown has indicated Sarah Shujah was awarded the CLA travel award, and that the arrangement has been that MISC would pay half of the cost of the award. MISC has not been notified of this in the past. Confusion on whether or not this was an FI initiative, but Susan says it is a CLA chapter initiative with Judy and Wendy selecting the student and then passing on the bills. **Motion** (seconded) to pay for half of CLA's conference award. **Unanimously rejected.** Reasons: MISC collects funds to support student initiatives for the collective rather than a single student. MISC was not approached beforehand or made aware that we were expected to supply funds for this prize. MISC does not have input in any part of awarding the prize beyond the request for funds – that is, MISC does not select the student, understand how selection happens, or receive recognition for awarding the funds to the student.

Motion A: Stacey Redick: Co-chairing conference with Rachel Miloszc. Collaboration, Convergence, Communities: Cultural heritage institutions and information sciences. Place to discuss best practices. Get everybody in the school talking to each other. Spoke to Ginger Coons and Danielle Cooper, who said that MISC supported last year's conference with \$1000. Would like to ask for \$1000 to provide keynote speaker with an honorarium.

Motion to approve request: Seconded.

Speaker? Possibly Diane Zorich to speak on cultural heritage institutions and their digital initiatives

Date of conference: March 2012.

Still approving the budget for conference; hopefully will have a budget within the next couple of weeks.

b. Vice President (Sara)

- i. Convocation ticket exchange – Christine Chan had an e-mail from a student asking for an extra ticket for convocation. Sara and Victoria agreed to host a convocation ticket exchange; e-mail was sent out and about 50 people responded looking for tickets. Two people were able to give up tickets. Many students were not expecting a two-ticket limit and there was much confusion about the ticket limit. Sara wonders if there is something we can do to make the information clearer.

c. Treasurer (Eleonore)

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- i. Faculty Council (vacant - Eleonore): Eleonore went to faculty council meeting last week. Agenda and minutes are online. Next meeting will be in September.
 - Joint undergraduate program with UTM has been approved. Incoming class is more or less the same size at last year's; Dean is concerned because we are currently under quota. Looking at starting an executive master's program, and a thesis master's program. iSchool is currently saturating the Toronto market and it is hard to find jobs. Name change: Program of Applied and Interactive Informatics: 7 streams, many of which have a more practical, IT-related focus. Student initiatives are not publicized enough. According to SGS, plagiarism in our faculty is high; Joe Cox to address in Cite It Right.
 - Kelly Lyons contacted Eleonore about students we should reach out to in the elections.
 - d. Secretary (Shawna) – Job descriptions should be put up on MISC website, indicating which positions need to be filled. Recruitment for MISC to be discussed at next meeting.
 - e. Webmaster (Martin) – Please send personal “blurbs” for MISC website.
 - To increase visibility of website: Add to iSchool website, add web address to signature of Social, Digest e-mails.
 - Official MISC Twitter page: who will update?
3. Reports by Committees:
- a. Social Committee (Koren and Lindsay)
 - i. Meet & Greet – Faculty is going to be involved in meet & greet. Still do not know the dates. Suggested dates: July 11/12, 18/19, 25/26. MISC is pushing for a later time (6.30-7 pm). Proposed agenda will be 1.5 hrs long, talking about course enrollment, payment, registration, questions etc. MISC talks about what we do. Meet & Greet will be at the Inforum. Meet & Greet will be MI and MMSt
 - ii. Orientation – 8th September (Thursday) being considered for barbecue. Put in a request to have the lawn from 11.30 -2.30; no confirmation yet. Hoping to have pub night either Thursday or Friday of the same week. Gift bags for orientation: to eliminate or spend more to make the bags better?
 - b. Professional Development (Heather/Victoria) – Heather is hoping to meet with Isadora in July or August, once Isadora has a schedule.
 - i. Proposed Resume Workshop with Ulla de Stricker – Thursday, September 29th, 12-1pm, place TBD
 - ii. Clubs and Associations Open House – date to be discussed with Social (Friday, early September) – PD and Social (catering)

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- c. Academic Affairs (Melissa)
 - i. Academic Affairs rep page – 3 forms out of 10 from class reps. Melissa has updated the form to include e-mailing class members to check in and communicate about class issues. We would like a link on the MISC website with names of academic affairs reps and information about how to contact them. Melissa to contact Martin with Word doc to transfer to MISC website. Martin will put up an blank to-be-updated web page in the meantime.
 - ii. Publication of end of term reports – Effie sent Victoria the end-of-term reports received; need to figure out how to publicize end-of-term reports.
- d. Merchandise Committee (vacant – Victoria and Amy)
 - i. Convocation Reception Update (June 2nd, 4pm) – Sold \$100 worth of merchandise at convocation. Amy and Victoria have been working on getting samples of t-shirts; waiting for Wendy to send samples. Ideas for merchandise: shot glasses, tote bags, pencils, stickies
- 4. Reports by Representatives
 - a. MISC-MSGSA Liaison (Amy) – Museum Studies Council made up of 3 members; communication is slow. Gillian (president) is out of town until July, and would like to be able to attend events. Gillian is keen to integrate MMSt with MI events. Eventually we hope to establish communication between MISC Social and Museum Studies Social.
 - b. Student Tech Fund (Victoria)
 - i. Victoria: purchase of toaster oven for student lounge from tech fund.
 - ii. Report from tech fund: purchasing OmniGraffle - 10-20 licenses, wireless mice.
 - c. Alumni Association (Valerie/Victoria): Spring reunion happened at the end of May, FIAA was happy with turnout. FIAA-AGM happened recently. Allison Sterling is President for the year.
 - d. Admissions (Victoria)
 - i. 205 accepted offers for 2011-2013 class
 - e. Life & Times (Sara)
 - i. MISC is allowed to propose topics of iTeas. Sara will be putting together a proposal to send to Kathleen Schaeffer looking for ideas. Possible topics: Elections meet & greet, student summer jobs. Ideas welcome.
 - f. Committee on Standing (Amy)
 - i. Amy attended 2 meetings in the same week. Committee on Standing is led by Joan Cherry (soon Heather MacNeil), held in last few weeks of each semester. CoS also includes MMSSt student, PhD candidate. Amy will continue to attend meetings through the summer. Joan Cherry would prefer that the same student attend meetings through to May.
- 5. Motion to adjourn – carried @ 8.38 pm.

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Motion A:

To approve the Faculty of Information Student Conference request for funds of \$1000.

Motion B:

To add to the MISC Constitution: “5.12 In the event of vacancies in the representatives to council positions after the Spring elections, the Governing Council may appoint interim replacements for the Summer term until elections are held in the Fall to ensure that the membership is continually represented on the various Faculty of Information Faculty Council committees and other Faculty Groups”, along with general terminology updates (FI instead of FIS) and updates to Academic Affairs Chair as indicated in the draft.