

Minutes

Present: Katie Cuyler, Melissa Bell, Adam Fox, Andrew Zanier, Emily Porta, Stephanie Quail, Pam Murray, Claudio Munoz, David Jorjani, Coralee Leroux, Lindsay Timmins, Jaelyn Derlatka, Martin Dreissen, Jessica Gallinger, Koren Siddles, Lindsay Gibb, Valerie Stephens, Victoria Baranow, Sara Allain, Ross Newton, Amy Weir, Val Stevens, Fatima Elzaibak, Laura Chadwick, Heather Buchansky, Sanjin Kuduzovich, Brooke Gardhouse, Jen White, Sarah-Anne de Groot, Simren Singh

Recorder: Shawna Delgaty

Meeting called to order at 5.16 pm with quorum established.

1. Approval of Agenda
Seconded: Shawna Delgaty
Items added by Amy Weir, Val Stevens
Carried
2. Reading and Approval of the Minutes October 6th
Carried
3. Business Arising from the Minutes
Seconded: Amy Weir
Carried
4. Executive Committee reports:
 - a. President (Victoria)
 - i. Emily Porta is no longer able to make it to Faculty Council meetings, so will be resigning as Faculty Council Representative.
MOTION A: to appoint Shawna Delgaty to position of Faculty Council Representative
Seconded: Sara Allain
Vote: Unanimous – **Carried.**
 - ii. The MISC has a new Facebook page. If you would like to submit an announcement to the Facebook page, please follow the announcement procedures on the MISC website.
 - iii. MISC members: please remember to send in your ‘about me’ blurbs to Martin! [Note: 9 November – this is now complete]
 - iv. Meeting with the GSU and Meeting with the Vice-Provost – Victoria and Jessica attended both of these meetings. Regarding the GSU, most student council associations include PhD students w/ smaller Master’s programs, so not much was relevant to us.
Vice-Provost: Jessica and Victoria met with Vice-Provost. She mentioned there was a V-P blog which contains invitations to participate in various surveys to give feedback to the university, reports that they are reviewing, etc. Jessica noted that right now the undergraduates are moving towards a fixed-fee system, and this was discussed with the V-P.

Victoria & Jessica were only students from a graduate program, but Victoria brought up counselling resources for students and better advertising and awareness of existing counselling services. Victoria recommended that they do drop-in days and come to different areas of campus. Jessica had a meeting with her academic advisor who suggested a fundraiser in Wayne Soon's memory to raise awareness. Victoria asked for volunteers to assist with this fundraiser, and Jessica, Lindsay Gibb, Amy, and Stephanie responded. Meagan will assist with contacting Wayne's family to see if they would like to participate or if they have a preference for the organization for which we will fundraise. Suggestions for fundraising ideas include St. Felix Centre, where Wayne was a volunteer, or increasing awareness of environmental issues.

- v. Requests from Adriana:
 - 1. Student Profiles (ongoing – first and second year students) – Adriana would like to continue profiling students on the iSchool website as a recruitment tool. Your photograph or video and a brief discussion of the good points of the program would be required.
- vi. Victoria has purchased “seasonal” cards for student services which she would like us all to sign. Victoria has also found a “Living Social” voucher for \$78 for 2 baskets (worth \$160), which she has already purchased. Last year the council did not approve the cost, so Christine DeLuca paid for it herself. Typically MISC also gives the caretaking staff a gift card.

MOTION B: To reimburse Victoria for giftbaskets.

Seconded: Shawna

Vote: Unanimous – **Carried.**

MOTION C: To provide the two members of the caretaking staff with a \$20 gift card each.

Seconded: Sara

Vote: Unanimous – **Carried.**

- vii. Exit reports and records of duties for next year's council: We really want to make sure that next year's council has an ongoing record of duties, contact information, procedures, etc. To that end, if you could remember to keep your information organized and track your progress throughout the school year, that would be helpful in terms of passing on institutional memory.

b. Vice President (Jessica)

- i. Project solicitation and first year student feedback for Adriana: Tried to solicit feedback from students who attended the information night from last year. There was no negative feedback – mostly neutral – although website could be improved for the KM/ISD streams. People did seem to like student participation. No overall negative feedback. Emily mentioned that she found the blurbs about the various streams included too much jargon, but what might be helpful would be a comment about the types of jobs you can get with the various streams.

David added that he read a blog post on the old website about the kinds of work that students can get from various streams, and this is the reason why he attended the iSchool. He suggested we contact some professors about more of this kind of material.

- ii. Project solicitation: Jessica is looking to take on a project over Christmas, and something she thinks is necessary is looking into TA grading policies in the faculty. As far as she can tell so far the faculty doesn't have a policy for TA grading. She would like to look into making it transparent whether or not a TA is going to be grading.

c. Treasurer (Sara)

- i. All of our committees are operating under budget. Submitted our head grant application and should be getting our first installment shortly.
- ii. We have also submitted our request for exemption from audit to Office for Student Life because we make less than \$30k from student fees.
- iii. Proposed Constitution Amendments (MOTION D): We conduct our fiscal year from May 1 to April 30 because that's when we elect our new council, so that's when we start fresh with our money. Sara is proposing that we amend the constitution with the changed dates.

MOTION D: To amend the constitution such that:

4.2.5 The Treasurer shall:

a) submit an annual report to the governing council in September. This shall encompass both the annual financial report of the past year and the budget for the upcoming fiscal year. The fiscal year runs from September 1 to August 31.

Is replaced with:

4.2.5 The Treasurer shall:

a) submit an annual report to the governing council in September. This shall encompass both the annual financial report of the past year and the budget for the upcoming fiscal year. The fiscal year runs from May 1 to April 30.

Seconded: Victoria

Motion automatically tabled for at least one week. Motion will be discussed at next meeting.

- iv. Request for Funds from CYA (Children and Youth Advocacy Group): Exec Committee has provision within our budget to fund student-sponsored initiatives so that students can hold events and fundraisers. We still have \$3000 in our budget to give away. The CYA is asking for \$100 for speakers' gifts and for administrative purposes.

MOTION E: To provide CYA with \$100 to help offset their costs.

Seconded: Amy

Vote: Unanimous – **Carried.**

- d. Secretary (Shawna)
 - i. Elections Feedback: Shawna is asking any student who recently ran in the election to provide her with feedback by e-mail about how to increase student participation in the fall elections, so that we can leave that information for next year's council. Keep in mind that we must have the council elections in September, so we have a limited time frame to work with.
 - e. Webmaster (Martin): Martin would like the MISC website be displayed more prominently on the iSchool website. Victoria has mentioned this to Ivan who proposed to bring it up with whichever committee deals with this. Currently the MISC website is hidden under "Contacts"; one possible recommendation is for all the student sites (including FIAA) to come up when you mouse over a tab.
5. Reports by Committees:
- a. Social Committee (Koren and Lindsay)
 - i. Games night a couple of weeks ago was successful and many people have asked to do it again.
 - ii. Upcoming events: The upcoming AGO event is November 23. We have had 2 requests for food drives – ie. 80s movie night in which people bring canned goods to participate. Museum social chair has emailed and suggested a collaborative or competitive food drive, but this seems unfair given the fact that the MI student body is so much larger. It was also noted that information services will run its own canned food drive in November. Keren Dali thinks it's odd that there is no book club in the school, so Lindsay suggested that Social start an iSchool book club in connection with Karen. Ross mentioned that he has also talked to Keren about starting an iSchool book club, and would welcome help from the Social Committee in accomplishing this.
 - iii. Holiday party: The location needs to be wheelchair accessible. Suggestions at the meeting included Fox and Fiddle (not sure about accessibility), Gaby's (is apparently accessible, but we'll have to double check), Shoeless Joe's (this venue is not great for mingling), or Free Times Café (last year's location, but very small).
 - b. Professional Development (Heather and Pam)
 - i. PD is continuing with the business card program for MI students. They are also starting to contact employers to contact employers on Jan 13, and need some help from students with access to listservs.
 - ii. Need for students to attend career events put on by Isidora – There is concern that not enough students are attending the student career events, and we would like to solicit feedback about why this might be. Suggestions for why this might be included the time slot on Wednesday afternoons is not convenient for all students, and frustration was expressed regarding the number, quality, and frequency of e-mails from different sources on Wednesdays regarding the iTea.
 - c. Academic Affairs (Melissa)
 - i. Update: Melissa has gotten emails back from core course reps. The rep for 1003 sent Melissa a mix with all the feedback she's gotten and there was a

healthy mix of good and bad. So far the comments for 1001 tutorials have been mostly negative.

Emily heard from Adriana that you can apply to be exempt from the core courses if, for example, you've been through the Book and Media Studies program at U of T which is very similar to 1001.

Victoria says that the idea behind the core courses is that everyone has general knowledge that spans across the streams, which is what makes us an iSchool instead of a library school. So the idea is that you have a base of general knowledge and then you specialize – it creates an “information professional” instead of a “librarian”.

- d. Merchandise Committee (Coralee)
 - i. Update – Total sales for October were \$360; total sales to date \$825
 - ii. Student Group/Initiative Discount Policy and Merch Procedures: Student groups receive 25% discount on items if they are using them for the groups, such as for raffles or speakers' gifts. Coralee sent out policies for sales to anyone who has a key for the MISC office or anyone who is signed up to use their T-Card for the MISC office.
6. Reports by Representatives
 - a. Faculty Council (Victoria, Jessica, Katie, Adam, Jaclyn, Amy, Sarah-Anne, Fatima, David, Sanjin, Andrew, and one more to be appointed at this meeting [Shawna]) – Report by Victoria (reporter will switch to Jessica after this meeting and other FC reps can comment after the main report)
 - i. FC would like to encourage students to contact Isidora with questions about career goals, resume help, etc.
 - ii. The Faculty Council encourages students to apply for scholarships and bursaries because not very many people apply. Please apply even if you think you don't meet all the requirements.
 - iii. Proposed MI degree changes sent back to Programs Committee to gather more student feedback (update covered by Sanjin below) – They wanted to require one fewer course for degree completion. Victoria argued against this because the second year courses are when students start to specialize – this would mean one less elective required for graduation. While the argument is to compete with Western program, their program is structured in a very different way that does not fit with our iSchool structure or program attributes.
 - iv. Digital Curation Institute would welcome more involvement – if students are interested, please contact Wendy Duff. There is also an upcoming lecture series on digital curation
 - v. Would like more students to visit the Coach House (more public outreach via Doors Open and Nuit Blanch). An invite will be going out
 - vi. New PhD President is Michael Dick
 - b. Programs Committee Representative (Sanjin)
 - i. Proposed MI Degree Changes Sent Back from Faculty Council Meeting – There will be a continuation of current degree requirements. The proposed changes would have required restructuring the summer program, which is not feasible because it would require hiring more instructors.

- ii. New Course – “Launching Information Ventures”: This is an Entrepreneurship/ Business Management Course adapted from Rotman School of Management. Syllabus is available for review. The meeting next week will determine whether or not this course is available for 2012 winter semester.
- c. Student Tech Fund Committee (Stephanie, Claudio, and Emily)
 - i. Recent Meeting with new MSGSA Reps on Oct 24: They are currently finalizing proposal for room 417 and the Inforum. Software issues were brought up by Museum Studies reps. Next meeting is on Monday and will hopefully finalize this proposal. They did agree to purchase DOI for FIQ for \$300.
 - ii. Other things Tech Fund is working on: Kettles and toaster ovens for the student lounge. They are also looking into bringing healthier food options to the vending machines and the possibility of bringing that vending machine into a more central location. They will be setting up committees to receive feedback from students regarding the specific material they require for their courses. They will also be holding a photo contest which might be pushed back to January, and looking into setting up more comprehensive workshops on web design, cloud computing, database design which involve bringing in outside instructors.
 - iii. Emily solicited feedback from 1st year students regarding existing and required technology and services and has so far received a good amount of responses. Will also be soliciting feedback from 2nd year students.
- d. Graduate Student Union (Jen, Brooke, and Jessica)
 - i. October GSU Meeting: The recent GSU meeting discussed a number of contentious issues: Social Justice Committee and how funds were going to be used. Particular issues with regard to Israeli Apartheid week – meeting on this issue to be held on Nov 15. All students are encouraged to attend.
 - ii. Jessica passed around GSU’s end-year statement and budget.
 - iii. Sub-committee concerning Israeli Apartheid week – anyone welcome to attend; don’t have to be GSU member.
- e. Life & Times Committee (Laura)
 - i. Last year the iTea events were conducted by PD; Laura found that it was difficult to get people for the iTea panel because she was a first year student coming into the program and didn’t know any second-year students to enlist for participation. There was a discussion about whether or not to return the iTea events to PD and if this particular iTea should move to a later time, such as November. It was suggested that perhaps we could think in advance about whom we would like to invite to the “summer job experience” iTea so that the Life and Times rep doesn’t have to start from scratch.
- f. MISC-MSGSA Liaison (Amy) –
 - i. If anyone has any reason to get in touch with Museum Studies students or MSGSA, please get in touch with Amy
 - ii. Susan Brown, chair of Bissell Space Repatriation Committee, wanted one student to sit on committee and Amy was elected. As Rotman students

move out by May 15 2012, BRP must submit a proposal to the Dean regarding how to get people from iSouth back into Bissell. Faculty would want to know if they could occupy the student lounge when the 7th floor/ 5th floor classrooms are in use, as “covetous eyes” are cast on the student lounge. During discussion, it became apparent that people were not in favour of this idea as current policy is to allow all students to use the lounge regardless of whether or not it is booked. If faculty booked events in here, students would feel unwelcome. Concern was also expressed that the student lounge is the only space that students have completely for themselves to hang out and talk while at Bissell, as well as the fact that the Tech Fund paid for all of the furnishings and décor within the Student Lounge with the intention that it would be used solely by students.

- g. Committee on Standing (Simren) – The CoS will meet in January.
 - h. Alumni Association Committee (Valerie) –
 - i. Alumni Association Grants are up and available – deadline Nov 30
 - ii. Joint Social is being advertised by SLA -- \$15 for students on Dec 13
 - iii. Job shadowing program – No wiki sign-up this time. Sign-up is currently functioning with an auto-reply e-mail and name shows up on the website, but if we end up with a new website before Jan/Feb it might go back to the wiki.
 - i. Admissions Committee (Lindsay)
 - i. Recent meeting review – Lindsay met with some of the faculty on the admissions committee. Lindsay proposed more transparency on funding – why certain students get funding and why others don’t. Also proposed better communication before enrollment with advisors and better communication before admissions letters go out.
 - j. Information Services Committee (Ross) –
 - i. ISC will be meeting soon. Information Services Survey will be discussed – available in the Inforum. One of the “areas for improvement” suggested was software availability and functionality, space availability, and workshops. ISC feels that attendance is lower as they get into the semester, so there may be resistance to offering more advanced workshops as they would necessarily have to be later in the semester. Stephanie mentioned that this is one of the areas that the Tech Fund is trying to improve by bringing in more professionals. Jessica found that the workshops are very variable in quality. Cloud Computing workshop was excellent, but web page creation was very basic.
7. New Business – Jenna Hartel has offered her services creating baby balloon animals for any fundraisers we might have. Victoria mentioned that we don’t hold fundraisers, but thought some other student associations might be interested. Jenna Hartel has created a flyer which is available for your information.

8. Motion to adjourn:

Seconded: Lindsay Gibb

Vote: Unanimous -- **Carried**

The meeting was adjourned at 7.05 pm