University of Toronto – Faculty of Information
Master of Information Student Council
July 19th, 2012; 6:00-8:00pm
Student Lounge, 7th Floor, Claude Bissell Building

Agenda

Present: Jessica Gallinger, Laura Chadwick, Alexandra Kwan, Mari Vihuri, Nonna Volodina, Ashley Bodiguel, Darrell Joyce, Brooke Gardhouse, David Jorjani, Wendy Traas, Sanjin Kuduzovic.

Official Regrets: Pam Murray, Emily Porta, Simren Singh, Allison Moore.

Recorder: Alexandra Kwan

The meeting was called to order at 6.09pm.

1. Approval of Agenda – Approved at 6.09pm
2. Reading and Approval of the Minutes April 14th, 2012.
   Seconded – Darrell Joyce
   Vote – Unanimous
   Passed
3. Business Arising from the Minutes – none
4. Executive Committee reports:
   a. President (Jessica)
      i. Sustainability Office suggestions: Certified Green Courses, composting, default double sided printing, building manger inspection of lights in student lounge. Jessica met with Allison Moore and Tyler Hunt (Sustainability Office) to investigate the energy and resource management fund to improve the student lounge. Still determining whether it is feasible to replace light fixtures with LED or environmentally-friendly alternatives, but they are waiting for an inspection by the building manager before proceeding. Students could approach instructors to make their course a Certified Green Courses, to incentivize eco-friendly behaviour. Instructors could earn a Certified Green Course designator if they made environmentally-friendly changes to their courses, such as photocopying items double-sided. Composting in the student lounge may be implemented in the fall, but not right now; there will be more compostable materials when students return to a regular academic session.
      ii. Meeting with Inforum (Kathleen Scheaffer). Jessica met with Kathleen to discuss implementing double-sided printing as a default setting in the Inforum. According to an Inforum poll, the majority of students did not want it.
      iii. Meeting with the Dean re: Tech Fund and Faculty's role in computer skills instruction. The Tech Fund had CSS/HTML workshops in May, and is looking to introduce more technology workshops. Discontent was felt by students last year as students feel less competitive than other information-studies graduates. For example, UWO may teach more tech skills in their program. Some students worry they are not as employable because they do not have the necessary tech skills to succeed in job applications. Jessica noted that it is inappropriate for the onus of tech education to be on the Tech Fund and that the Faculty needs to demonstrate more leadership in this area. . The Dean will not promote tech training in the curriculum as tech skills are only good for the short-term, but an education lasts much longer. If students want more technology in the curriculum, they might be best advised to bring concerns to

individual faculty members. Jessica asked the Dean to request Isidora (Careers Officer) to create a list of tech skills for MI grads to be employable. The Dean followed through with this request and Isidora went through 1234 job postings from 2011 to June 2012 to compile a list of these skills (sorted by path). The document will be introduced when it is finalized.

iv. Meeting with the Dean, Isidora Petrovic, and Kathleen Scheaffer re: Inforum workshops and computer skills instruction. While the Dean is not interested in integrating computer skills instruction into the curriculum, he is attentive to student concern. The Faculty is considering how tech skills can be better facilitated through Inforum workshops. .   Kathleen Scheaffer will meet with Isidora to identify the tech skills most in demand by employers. Those identified skills will then be addressed in next year's Inforum workshops. The Dean has asked that changes to Inforum workshops be implemented for the fall semester, ideally.   There will be a special meeting with the Tech Fund and Kathleen Scheaffer next week to coordinate the direction of Inforum/Tech Fund workshops for the upcoming year.

v. Letter from MISC to the Provost's office re: work-study positions: students concerned re work-study. the provincial government has withdrawn funding for work-study positions. To maintain the program, U of T is independently paying for it and made some changes. Previously, students had to qualify for provincial student loans—this is no longer the case. However, another limitation of the program is that graduate students are no longer eligible. Jessica wrote to Prof. Cheryl Misak to protest the exclusion of grad students from the new work-study program. Council members added their signatures to the letter.

vi. New MISC teaching award for 2012-2013 academic year. Planning on introducing a MISC teaching award to instructors as an incentive for better teaching. Awards like this are more typically found in undergraduate programs than graduate programs, but MI's large student body justifies its creation. It would be awarded in March-April (end of the school year), and professors could use the achievement for their CVs. Also, the Dean is also supportive of implementing this award.

vii. Constitution changes tabled (re: MISC-MSGSA liaison position) for August meeting. See Alexandra's report.

viii. Content creation for website splash page and "Student Guide". Jessica is seeking people to create a welcome guide for incoming students (e.g. "places to eat", "places in the city to explore", etc.) to be posted on the splash page of MISC's website. Mari: Currently we have one under Resources, under Student Guide, but this is not accessible to most users and is outdated by now. Other council members are concerned about having time to create a new guide, but are interested in contributing to it. The guide is to be completed by mid-August.

ix. Setting date and time for August meeting. The next council meeting will be scheduled for the last week of August, to set the budget and to prepare for September's orientation for incoming students. It will likely be on a Thursday evening.

Sanjin asked why the Dean was not supportive of adding a tech component to the curriculum, i.e. maybe professors would have to upgrade their skills. Jessica did not pursue this question further beyond his statements re: the longevity of education vs skills during her meeting with him. The Dean is onboard with including the tech component through workshops, but does not want to compromise the curriculum. Darrell: Students could mention their concerns in their Compass evaluations. Mari commented that she wants to find out a general sense of what students think of

technology in the MI curriculum. Jessica: students should approach the professors concerned and suggest it in a friendly way.

b. Secretary (Alexandra)
   i. Elections: Electronic v. paper balloting. According to the last minutes, councils prior to last year's used electronic voting but found it had lower voter turn-out. Shawna (last year's secretary) suggested a mix of paper and electronic ballots. MISC is eligible for electronic voting through ROSI. Discussing hybrid (paper and online) voting with the ULife's Groups Officer was not possible because she is on vacation until July 20. Contacted GSU's Internal Commissioner and the Museum studies President to find out more about the online voting system. The cheapest commercial alternative found was "Election Buddy", owned by a Canadian company. If MISC opted for paper and online balloting, the service would cost $99 (plus tax). Election Buddy works by sending "voting keys" to valid email addresses. More details will be discussed at the next meeting, but Alexandra needs help at the election tables during the last week of September.
   Jessica is not against commercial solutions (it is within MISC's budget), but feels the U of T voting system is more accountable. Mari responded that there are open source options, but we would have to figure out how to run the programs. David noted that some students do not like using ROSI, the paper-electronic hybrid option offers choice. Mari added that students have a negative experience with ROSI because their interaction with it mostly involves adding courses. Voting may not be as stressful as adding courses. Jessica: a difficulty would be managing the list of eligible voters. Online and paper voting would have to be on separate days so that people do not vote twice.
   ii. MISC-MSGSA liaison position. Jessica discussed the Liaison position with the current Master of Museum Studies Council President. The liaison position (and both councils' constitutions) would be amended so that both councils would vote for the candidate and voting results would be calculated proportionally. Jessica tabled changes to MISC's constitution, which will be voted on during the August meeting. Alexandra will continue communicating with MSGSA's president to coordinate elections. Darrell suggested having two liaison positions to simplify the voting process (i.e. one liaison elected by MISC and the other elected by MSGSA). Jessica: The last MSGSA president said a MISC-elected Liaison would not be allowed to attend MMST meetings or be added to the listserv. The position should be more work-intensive, currently the Liaison position does not have many duties. Mari added that it is more helpful to have just one Liaison position because it is easier to build relationships.
   iii. Sexual assault on campus. A U of T student was sexually assaulted on July 12, 2012 at Emmanuel College. See the Toronto Police report: http://www.torontopolice.on.ca/newsreleases/pdfs/24011.pdf
   See the message from U of T's Vice-Provost: http://www.viceprovoststudents.utoronto.ca/letters/Message_to_Students_Regarding_Incident_on_Campus_-_July_13__2012.htm
   Alexandra will contact the GSU (Internal Affairs Commissioner) to inquire why it was not communicated to all students and investigate who is responsible for communicating. Other council members recalled that they received more communication on campus crimes while attending other universities. Mari noted that U of T has an emergency alert service (alert.utoronto.ca), but students would need to opt-in to the service.

c. Treasurer (Laura)
   i. Budgeting progress: Executive, PD, Social, and Merch. Committees should submit their budgets ASAP. Before next MISC meeting, Laura will put together budget for the year. Instructions for cheque requisitions are in Laura's mailbox in the office.
   ii. Fall/Winter course offerings—polling students. A student was concerned about the course offerings based on the initial schedules sent out. It would be useful for MISC to create a poll to get students' thoughts and statistics. If people are dissatisfied with the Winter timetable, then MISC could provide that information to administrators and see if changes could be made. Darrell commented that some course sections and specialized electives are either unavailable, not commuter-friendly, or sections are not offered at the same time; feedback on this through something like Compass would be an anonymous way to listen to the student body. Jessica: Victoria (last year's MISC President) did this last year, but sending a poll may be too late to change anything for the fall schedule. MISC could send one in September, but would need to let Student Services know that MISC is polling students. Ashley suggested that polling sooner (during the summer) than later would be easier. Sanjin discussed whether the poll was practical, since change is unlikely given the constraints in ROSI and scheduling at FI. Nonna was concerned that Student Services may be offended by a poll, which could add to their workload. Jessica responded that the poll administered last year did affect change— two courses were added. Darrell commented that staffing or timing issues affect course offerings. MISC does not have control over what administrators will do, but if a poll is conducted in a positive way then MISC is helping them (reducing their work) with the collected feedback. Mari: it would be helpful to present a clear message of what courses the student body thinks are most important. Nonna: Adriana (Student Services) gets an overload of email from people asking for courses. Ashley: can we combine the opinions on tech-skills with the course issue? Jessica: If it's systematic. MISC should have a systematic way of polling the student body. Mari: We can approach Adriana to ask what MISC could do for Student Services, and ask how she does the scheduling.

Nonna suggested having student committees for each path to help filter the emails sent to Adriana. Darrell suggested having an anonymized feedback forms on the MISC website. Jessica commented that this would be an invitation to trolls, but MISC could have office hours on an impermanent chat page so abusive content would not be hosted on our site.

d. Webmaster (Mari)
   i. Website blurbs: contact info, text & picture. 1) Council members should send in their blurbs ASAP. Only six have been submitted.
   ii. missc → misc. Our old website address used to be "missc.ischool.utoronto.ca" (when MISC was called Master of Information Studies Student Council). The new "misc" web address now works.
   iii. Google analytics. Victoria had recommended that Google Analytics be enabled on the MISC website to determine the web traffic, but the council was concerned about privacy. Mari: some kind of data on users would be valuable, especially with the incoming students. Given MI is an information program, we should be concerned about privacy. The information would be privy to MISC (and Google). Darrell commented that it is probably not a big problem because the public will not be seeing the results, doubts people will care. Mari: If some people have an objection to

Google, having Analytics will not matter if they do not have a Google account. Wendy: MISC would need to make a note on the site about tracking cookies. Mari: Most sites do not note this in their privacy policy. If we do have a policy, it will be especially helpful when we implement chat and comments.

    iv.   Etsy for merchandise. FI alumni are interested in MI buttons/merchandise and currently email orders to Nonna. A service like Etsy would make transactions easier for customers. Mari: Etsy charges 20 cents per listed item for 4 months. Nonna commented that buttons are popular items, but MISC does not make much money on them. Jessica: We would have to bump up the price or have a minimum ordering price. Some orders come from Toronto, Ottawa, and Montreal—but mostly in Canada. MISC could sell to other people outside the program. Buttons are easy to make and MISC could do custom orders. Mari inquired about copy right issues around logos and slogans. Nonna said buttons cost 30 cents to make, but their sales are going towards paying for the expensive machine that they are made with.

    v.   President office hours as impermanent chat page. A popular chat application was Meebo, which has recently shut down. Other options discussed were Google talk and Holla, an open source chat service.

    vi.   Removal of course syllabi repository. We have an outdated page of syllabi on the MISC website. It will be removed because the FI website already maintains one.

    vii.   Updating the calendar (mashup). Currently MISC events, MISC council meetings, and FI events are listed in different calendars—it would be useful to bring the information together in a mashup (and would probably increase traffic to MISC's website). If this does not work, MISC's website could have a page which links to other calendars.

5. Reports by Committees:
   a. Academic Affairs (Allison) : recorded statement due to absence
      i. Summer class representatives. There ended up being very few class reps, due to classes all being scheduled in the evenings. The majority of reports were not turned in, and getting into contact with reps was not possible. Electronic submission for class rep reports might work better for next summer's classes.

   b. Professional Development (Pam) : recorded statement due to absence
      i. Clubs & Associations Open House. Pam: This will be taking place during the second or third week of school. Representatives from all of the student-run clubs and associations are invited to set up a table to inform students about their group and how they can get involved. It is held in the student lounge at noon for a couple of hours.
      ii. Summer Job Experience Panel iTea. Pam: This event will likely take place in early October. Five students who had an interesting summer job relevant to the field of Information studies will be invited to talk about their experiences during an iTea. In 2010 it was a PD event, last year the Life and Times Rep put it on, but this year I'm taking it back! A call for interest will be sent out through the MISC digest in August - but if you think you'd like you would like to participate in this feel free to get in touch with me through email at pam.murray@mail.utoronto.ca, or on Facebook. Jessica commented that it makes more sense for PD to organize this event because the PD co-chair will have more time to prepare the panel. The Life and Times Committee Representative will be elected one week prior to the iTea event.

   c. Social (Ashley & Darrell): The social committee's goal is to foster community through events at the iSchool, encourage participation, and recognize that not all ideas appeal to everyone. Budget must be looser to allow different events. For example, the Pride event

was suggested by two students and the social committee provided materials (craft supplies, beads, and boas) for the event. People liking MISC social's page helped spread the event. There was moderate turn-out because the Pride parade coincided with other July 1st festivities (e.g. Eurocup Finals and Canada Day celebrations). Ashley and Darrell noted that this year they are moving away from organizing pub nights because they are costly (MISC must guarantee minimum sales to secure bookings, otherwise it will pay for the shortfall). During the last pub night, the awkward arrangement of rooms in the pub made it difficult to mingle.

i. Meet & Greet. For the July Meet and Greet event at FI, Ashley and Darrell collaborated with Adriana in content planning. Light refreshments were served in Bissell instead of having a pub night. 11-12 volunteers were procured to give informal tours of the building. Even after the Inforum tours, there was lots of mingling and people actually stayed around longer.

ii. Fall BBQ and orientation planning. The dates of the school-led orientation were just confirmed with Student Services. MISC Social will collaborate with MMSt's council. Catering for the BBQ will take vegan and dietary restrictions into account. Event planning will include a back-up plan in case of rain, and opportunities for council to speak to students.

iii. Overview of 2012-2013 social events.
Haunted tours: Tours of U of T's campus, but with a haunted spin. Students could invite people not part of program (i.e. bring a friend).
Bagel (or Pancake) mornings: Bagel mornings would have toasted bagels, tea, coffee, and live music.
Open Mic: Open mic events are planned for the third Wednesday night of every month, based on the success of the first one (on September 19). The event is scheduled so that students taking evening classes can also attend. It will take place in Hart House, in Sammy's basement restaurant (possibly catered by Sammy's). Bookings are free, and students from outside our program can also attend. MISC Social could use this event as a way to collaborate with other student councils.
Winter Holiday Party: An 'end of world' theme is being considered for the end of semester party (which coincides with the end of the Mayan calendar)
Other event ideas: student lounge movie nights, group cooking classes, coffee house event.

Jessica commented that Innis Café's catering is expensive (and they forgot MISC's orders twice), and suggested that alternatives be considered. Ashley responded that Innis Café's catering was used as a stop gap for the meet and greet. MISC procuring a Costco card and use of a vehicle would defray some costs (e.g. beverages and party food trays). One council member has a Costco membership and a vehicle.

d. Merchandise (Nonna)
i. Expected Sales for 2012-2013. Coralee (last year's Merchandise Committee Chair) purchased a lot of merchandise already, so Nonna will not be purchasing much this year. MISC does not make much money on items, except on buttons. The current merch items feel impersonal. New items could be offered by choosing one piece of stock and putting a popular button slogan on it.
ii. Instructions for selling merchandise. Write a receipt even if the customer does not want one. This makes it easier for MISC's accounting. Although Merch does not typically write receipts for buttons, leave a note in the cash box on how many were sold so sales can be tracked. If council members are buying items, get another council member to sign your receipt.

iii. At-cost t-shirt sales. Offered this year to MISC members. Gildan t-shirts cost $12. Bulletin t-shirts come in ladies' sizes only and cost $16. MISC members are encouraged to wear these. If purchasing a t-shirt from another council member, write down what was bought (i.e. size and brand). Jessica commentedthat merch should have a contingency fund for items that unexpectedly run out during the year.. Last year, PD requested a MISC tablecloth for this events. . Purchasing tablecloths for MISC is not a priority, because an affordable quote has not been found yet. Also, FI's logo makes up most of the cost. Our logo ("Moving in Formation") belongs to MISC, which can be used for MISC events. In the meantime, MISC could borrow FI's tablecloths with the faculty crest. Darrell: MISC should have some signage at food events (e.g. "sponsored by MISC", "brought to you by MISC") to get credit for it. Someone inquired about making larger buttons, Nonna responded that the button machine only makes one size. Another machine would need to be purchased to make bigger buttons. However, if MISC increased button prices to $2, people would still buy them.

iv. iSchool button slogans. Complaints from students that CIS/ISD/KMD is not well-represented among the button slogans. Suggestions are welcome. Email Nonna your slogan ideas and she will make the buttons.

6. Reports by Representatives

   a. Alumni Association (Brooke) – NO REPORT

   b. Admissions Committee (Wendy) – NO REPORT

   c. Faculty Council (Jessica)
      i. May 23, FC meeting.
         1. Passed "Proposal to Transition Existing Approved Fields to Concentrations": fields like LIS/ARM are concentrations which would appear on transcripts. Current students may opt-in to have this noted on their transcripts, but incoming students will have to choose one.
         2. New course: INF2156H "Reading and the Reading Public in North America and around the World" (Prof. Jenna Hartel)
         3. New course: INF 2102H "Geographic Information Systems (GIS) in Libraries" (instructor from U of T Map & Data Library)
         4. New course: INF 2189H "Managing Organizational Records II: Digital Environments" (John McDonald as instructor)
         5. Change to program requirements for KMDI (removal of 1002H)
      ii. June 15, FC meeting.
         1. Missed intake target for MI program. The number of students admitted to MI is down. As a result, there is less money to hire new faculty. Fewer applicants also means the program is becoming less competitive. Ashley mentioned that other schools' admission statistics should also be taken into account. Jessica: Adriana and the Dean gave three reasons for the lower number of students: 1) media reporting on libraries could discourage students (especially LIS students) from enrolling, 2) program costs are high and more difficult for people to pay given the current economic state, 3) the MI program's reputation (of the core courses and other issues raised by students) suffered this past year. A council member noted that most students at the meet and greet event were not in the LIS path.

2. Application numbers down by 8%
3. Passed Major Modification to the core courses: INF1005/6 are the only required courses for incoming students. INF1001, 1002, and 1003 are no longer core courses for incoming students. Current students and students in thesis or collaborative programs must complete the core courses.

d. Graduate Student Union (Jessica)
   i. New executive (of 7). A new GSU executive was recently elected.

e. Student Tech Fund (Emily & David)
   i. HTML/CSS workshops and online recordings. The workshops that took place in May were recorded, but the second video was corrupted. Mari will put the video up sometime this summer (if IT succeeds in fixing the video) and will notify the students.
   ii. Wii in lounge. There is a new Wii in the lounge. Ideas for loss prevention were discussed.
   iii. Planned purchases for 2012/2013 year (furniture, fan, etc.). The Tech Fund will meet with FI's IT staff in August. They will focus on spending the fund on more workshops, such as the ones hosted by Ladies Learning Code, and try to get Inforum involved. The computers ordered last year (for the Inforum and classrooms on the second floor) will be installed by July 20. Ivan Sestak (Senior IT Administrator) will fix the internet connection on the computer in the lounge. Darrell suggested having a student gaming night (with electronic games).

f. Information Services (Mari) – NO REPORT

g. Programs Committee (Sanjin) – NO REPORT

h. Committee on Standing (Simren)
   i. May 7 meeting. Jessica attended this confidential meeting instead of Simren, as she was out of town for work. The committee meets to deal with requests for extensions on coursework.

7. New business: None.
8. Adjourn
   Motion to adjourn – Jessica
   Seconded – Darrell
   Vote – Unanimous

   Carried at 8:11pm.