

University of Toronto – Faculty of Information
Master of Information Student Council
August 30th, 2012; 6:00-8:00pm
Student Lounge, 7th Floor, Claude Bissell Building

Agenda

Present: Emily Porta, Wendy Traas, Allison Moore, Sanjin Kuduzovic, Mari Vihuri, Brooke Gardhouse, Nonna Volodina, Jessica Gallinger, Alexandra Kwan, Pam Murray, Sarah-Anne de Groot.

Official Regrets: Ashley Bodiguel, Darrell Joyce, Simren Singh.
Absent: David Jorjani.

Recorder: Alexandra Kwan

The meeting was called to order 6.10pm with quorum established.

1. Approval of Agenda
Seconded: Allison Moore
Vote: Passed – Unanimous
2. Reading and Approval of the Minutes July 19th, 2012.
Seconded: Emily Porta
Vote: Passed – Unanimous
3. Business Arising from the Minutes – None
4. Presentation from the iSchool Student Conference (given by Chelsea Jeffery):

The upcoming conference has three chairs: Chelsea Jeffery, Catherine Falls, and Caitlin Tracey-Miller. The conference is titled tentatively: *Towards Theory and Practice*. It has an emphasis on praxis (with respect to education of information professionals, such as practicums and internships). It will cover the role of theory and practice in the iSchool, but also that in lives of people in general. Students will have the opportunity to gain experience in volunteering and presenting at the conference, which will take place in spring 2013. The dates are TBA (either March 1-3 or March 29-31), as they are contingent on availability of the keynote speakers. The conference's schedule includes the presentation of papers (short and long), roundtable discussions, panels, and other academic events. Organizers are still working on branding, and intend to promote to the iSchool community and to other schools/organizations as well. A budget was provided to MISC.

Jessica: MISC gives \$1000 to Conference every year.

Chelsea left after delivering her presentation.

5. Reports by Executives:

a. President (Jessica)

- i. Approval of changes to MISC-MSGSA liaison position: In previous years, only MI students were elected to this position and MSGSA did not allow MISC members in their meetings. Changes in our constitution allow MMSt students to run for the position, so they can sit on our council. The current MSGSA president will be adopting this in their constitution as well. Since there are many more MI students than MMSt students, results for this position will be calculated with weighted percentages (such that 50% of results come from MISC's election; 50% of results come from MSGSA's election).

MOTION to approve constitutional changes

Seconded: Allison Moore

Vote: Passed – Unanimous.

- ii. Treasurer Position: Laura Chadwick resigned as Treasurer. Sanjin has been appointed as our new interim Vice-President, and may run for the Treasurer position during the Fall elections. Jessica added that it made more sense to appoint an interim Vice President rather than to add an interim Treasurer to the MISC bank account (which would require more administrative work).
- iii. Meeting with Registrar re: course offerings: Jessica and Alexandra met with Adriana to discuss students' concerns about course offerings to LIS students and the lack of consultation with students. Adriana is receptive to feedback on how to improve this, but is not currently in a position to initiate new projects (because she is already busy). She is willing to take on a practicum student to design a system to regularly solicit feedback prior to course offerings.
Currently, a student is unable to finish their program due to the lack of course offerings in the IPSI specialization. Allison will follow up on this matter. A question was raised about making exceptions for individual students within paths. Jessica responded that there is no Associate Dean this year because Heather MacNeil no longer holds the position and there are no plans (to her knowledge) to fill the position for the 2012-2013 year.
Mari brought up a new course Beyond Literacy, which will be taught by a notable library professional. This course was announced after both first and second-year course enrollment days had passed. The class is currently under-enrolled. Jessica sent out a notice about it in the MISC Digest. Mari: Students need to see the instructor's name on the timetable because it is currently reads "TBA". Allison will follow up on this with Student Services. Jessica also noted that Adriana was concerned by the feedback, in which students say they want a specific course, and then they do not take it; for example, the summer offerings poll conducted last year. We will look into this matter again closer to January.
- iv. MISC graphic designs: Last meeting, it was suggested that MISC could have a design to be used at MISC events which would read: "presented by MISC" or "sponsored by MISC". Jessica will add a note about this in the digest.

- v. Twitter account users: Jessica is not a Twitter-user and asked council members if they would like to tweet. The MISC Twitter account has not been used since March. The account is not private. Emily Porta and Allison Moore offered to tweet. If anyone has events (not necessarily council-related) or links (e.g., articles to share), please send them to Jessica, Emily, and/or Allison.
 - vi. Regular fall MISC meetings: MISC will meet on the second Tuesday of every month (between 4-6pm), tentatively. The meeting time may change in the future to accommodate the schedules of newly-elected council members. Next month, MISC will meet during the third week of September—September 25th (since this meeting took place at the end of August).
 - vii. Budget: Typically there is no voting on budgets, but Jessica thinks MISC should consider this for future years. (Previously, budgets passed with Executive approval). The amount for Student Sponsored Initiatives (SSI) is about equal to last year. Student organizations that run events for students may receive SSI funding. The figures in the SSI budget are still tentative because no one has asked for money yet.
- b. Vice President (Sanjin, Acting Vice-President)
- i. Student Guide: Guide is up already. There will be a blurb for welcoming students to ask for feedback. We will make updates and want to make it economical so students are not confused by the amount of information.
- c. Secretary (Alexandra)
- i. Online balloting update: Met with Asim Ashraf (Coordinator at U of T's Office of Student Life) to discuss how the U of T's Online Voting system works. Asim suggested that in-person voting be conducted with laptops (rather than with paper) to avoid confusion. Voter lists will be pulled from ROSI on Sept 18, the election itself will be run online starting Monday, Sept 24 to Thursday, Sept 27. Booths for in-person voting will span three days (Sept 25-27) for ballot troubleshooting and to encourage voter-turnout. Nominations open September 6 (the same day as the welcoming assembly for new students) and close on the 19th.
 - ii. Sign-up for voting booth monitors & ad ideas: A Google-doc/chart has been posted to sign-up for booth monitoring (instructions are included). **IMPORTANT:** anyone running during the Fall elections cannot sit at the booth.
Election ads (which will be posted online and broadcast via Bissell's lobby screens) will be similar to last year's ads. Jessica: Council members may ask professors (of required courses) for permission to make announcements about nominations/elections to the class.
- d. Treasurer (Jessica, Acting Treasurer)
- i. Soliciting ideas for special projects with long-term value for students: Jessica wrote a document containing guidelines "Special budget proposal" and would like feedback. In September, council members can vote on adopting this.

- ii. Opening a high growth savings account: We currently have ~\$20 000 in the MISC account at the end of each fiscal year. Our RBC account accrues no interest. We should look into other options which could make interest on this amount. Also, we should look towards spending some of the end of year balance. MISC receives revenue via GSU (head grant) and FI. Although MISC needs to keep money in reserve, \$20 000 may be excessive. Jessica suggests that MISC should seek to maintain \$10 000 in reserve, and use up the rest through special projects. Budget proposals (using the Special Budget Proposal guidelines above) would be required for such projects. Ideas could be solicited from students. Projects would need to have enduring value to students (i.e. the value should continue past the 2012-2013 year). If these funds were put towards an event, it would have to be a really special event and inclusive to the entire student body. Jessica suggested a \$500 Lounge Improvement Fund (which could purchase items like information-themed artwork by students). If we pass this, every purchase would have to go to council. RBC made \$200 last year from the account in bank fees. MISC should transfer some reserve funds to an account with interest (all money is currently in chequing).
Brooke inquired about funding for organizations such as Librarians Without Borders. Jessica responded that LWB funding usually comes from the SSI budget. If LWB wanted to put on a special event/project for students, they could apply for funds under this new special budget. Sanjin: Is the Tech Fund part of MISC's RBC account? Jessica: No, the Tech Fund is special and treated separately. Annually, MISC receives \$20 000 in revenue; however, the total may be a little less this year since enrollment is apparently down.
- e. Webmaster (Mari)
 - i. Member blurbs: If you have any changes (or blurbs to submit), please email Mari.
 - ii. MISC letterhead & business cards: Considering designing letterhead (using the MISC logos which were designed last year) for all documents and business cards for Professional Development purposes. Blank business cards may be purchased from Staples, and about 30 cards would be printed for council members.
 - iii. Website projects for fall: Google Analytics have been set up. In less than a month, MISC's website has had 329 visits from 218 unique people. Mari helped post the student guide, but would like to add visuals later on. Also, the website's design has not changed since 2008; Mari will work on redesigning, cleaning up, and updating the website's Drupal version with help from Ivan Sestak (FI's IT Administrator).
- 6. Reports by Committees:
 - a. Academic Affairs (Allison) –Digitally submitting class representative evaluations would work better in the summer term. There were also challenges with practicum distribution this summer. Pam: spoke to Isidora, there will be online distribution for practicums this year.

- b. Professional Development (Pam)
 - i. Clubs & Associations Open House: Will take place between 4-6pm on Thursday, September 14th. Five groups have already RSVP'd and filled out the forms.
 - ii. Summer of Professional Experience iTea: Will take place on Sept 19th. There has been a call for people to volunteer on the panel. Especially, students who had full-time positions which are relevant to information studies. The panel will cover what you did, where you worked, and what you liked about it.
 - iii. New Events: Kim Silk (who teaches Data Librarianship) runs a six-week course via the iSchool Institute (and subsidized by iSchool) about Preparation Strategies on how to market your degree. Pam is seeking new events, and asked Kim to conduct a condensed session for students (which would also be an opportunity to advertise for the course). Kim said she would be interested and suggested sessions that covered the hiring practices of different sectors (e.g. academic, government, private sectors, and public libraries). However, more than one session per semester may be too much. Could have the Professional Prep mini-session during the fall, and then do a session on hiring during the winter. Jessica added that 2nd year students will be thinking of hiring in winter anyways.
 - iv. Budget: Pam would like to see expansion of the employer showcase.
- c. Social (Ashley & Darrell): Recorded statement from Darrell due to absence
 - i. BBQ & haunted tours update: "I can report that the BBQ is coming along well--our numbers are down this year from last, which is to be expected because of the lower number of incoming students, so we opened up the BBQ and tours to returning students... We have approx. 96 people attending the BBQ and 63 taking the tour. The tour will cost \$500 but we expect to make about \$375 back in subsidized admission prices, which is more than we anticipated, so we are paying for much less than half the tour; I think is a great and effective use of the budget since people will hopefully enjoy the tour and be satisfied that they are only paying 1/4 of the full tour price... We are looking forward to this first big event of the year and we hope that students and council members will enjoy it and it will go off without a hitch." Darrell also noted that not many museum students will be attending the BBQ.
 - ii. Budget circulated:
- d. Merchandise (Nonna)
 - i. Water bottle samples: Trying to purchase new items for MISC to sell. The pens did not work out well because their highlighter-ends dried up before we could sell them. Buttons are our highest sellers, and their slogans could be affixed to water bottles. Since our slogans will be used, MISC will not have to pay for the iSchool's logo and trademarks. Nonna has received samples of steel/tin and BPA-free bottles, but these are not of great quality. Will look into contacting Nalgene, but their contact information is not readily available. Emily noted that metal water bottles taste funny, are ruined in the dishwasher,

and rust at the top. Wendy pointed out that people will not buy a lot of water bottles like they buy buttons; once you purchase a bottle, you will not need another. Nonna added that notebooks also sell pretty well. Will consider other brands like Sigg (higher quality, but dent) or Contigo (eco-friendly too, and can be purchased for less at Costco).

- ii. Budget: Last year's budget was \$5500. Merch went overbudget last year because books and a button maker were purchased but not budgeted for. This year \$6300 is requested to restock merch and purchase new things. A copy-card will be purchased from UTL for MISC's colour-printing (required for button-making) at the Inforum, which will be more convenient. Merch is also given away (for orientation, resume workshops, as thank you gifts and contest-prizes, etc.) USB keys sell the worst and shot glasses do not sell. Sticky notes are not popular; they are more often given away than sold. Jessica inquired about the box of book dust-jackets that appeared in the MISC office. Sanjin: The dust-jackets were given to us by a prof, which could be used by the Social Committee

Due to a student having to leave, quorum was lost at 7:36pm. No votes were held after this point.

7. Reports by Representatives:

- a. Alumni Association (Brooke) – NO REPORT
- b. Admissions Committee (Wendy) – NO REPORT
- c. Faculty Council (Jessica) – NO REPORT (no meeting)
- d. Graduate Students' Union (Jessica)
 - i. BBQ Orientation Celebration: Will take place on Sept 4th from 5-10pm at the GSU. There will be free food. Jessica will be in attendance.
- e. Student Tech Fund (Emily & David)
 - i. Ladies Learning Code fall workshops: Tech Fund has worked with LLC before in May. Videos are still broken from those May workshops; Emily has contacted Ivan Sestak again to attempt to fix them. For the fall term, design-focused workshops will be conducted through LLC's HackerYou.
 - ii. Funded HTML/CSS Inforum workshop: Since LLC is more expensive, the Tech Fund hired a different instructor to offer this workshop one more time this year. Plates/cutlery purchases for lounge: There will be a dishwasher in the room across from the student lounge to wash utensils and dishes.
 - iii. Strategic planning meeting: Laptops must likely be purchased every three years (a cyclical occurrence). Meetings involve FI's IT staff and Tech Fund. Please contact Emily if you have suggestions for the tech fund. The computers, a Wii, a Microtek scanner, and other equipment have been installed. Ivan is aware that the student lounge's computer station needs wi-fi access. (The computer lacks a wireless card).

Through the Tech Fund, MMSt students will have a professional practice series (e.g. sessions to learn how to make boxes).

Looking into buying fans because the lounge gets really hot in the summer, but there are already fans in room(s) 224/5. Students should remind professors that there are fans if those rooms are too hot.

This year, 1st year students will not receive free items because the Tech Fund ran out of time to plan this. The Tech Fund also has planned purchases for new whiteboards and water-globes for plants. Jessica said she tried to use the Wii, but it lacks batteries. She also suggested that the Strategic Meeting take place after the new Tech Fund members are elected.

Jessica: Following a special Inforum-Tech Fund meeting, the Tech Fund is coordinating with the Inforum to offer a new HTML/CSS workshop. The HTML/CSS meeting involved David, MSGSA's Tech Fund Reps, Mari, Jessica and Kathleen Schaeffer, who was asked by Dean Ross to help incorporate tech skills into workshops/courses. The workshop instructor was previously going to teach a 1h class as an Inforum workshop, but Kathleen Schaeffer has asked the instructor to teach two Saturday workshops (modelling the LLC structure). The instructor's wage will be jointly paid by the Inforum and the Tech Fund. This collaboration is a consequence of Jessica's request for the Faculty to take more initiative in promoting tech skills for students. If this workshop runs well, there may be more Inforum workshops in this format offered in the Winter session. These workshops will be determined using the document Isidora created regarding tech skills for MI graduates. Kathleen Schaeffer is additionally considering creating a series of workshops for each stream, attendance in which could earn a certificate(s).

Some council members expressed concern about copyright/IP issues arising from the use of LLC's materials in the workshop. The instructor should use the objectives from LLC, but NOT LLC's lectures and notes.

DVDs cannot be viewed on Macs in the Inforum because they lack regions for DVDs. (DVD players cannot be set up because students are not administrators). Also, there is no printing from these Macs.

f. Information Services (Mari) – NO REPORT

g. Programs Committee (Sanjin)

- a. New course: INF2301H - Special Topics in Information Studies – Beyond Literacy: This course explores a post-literate future, uses open source tools, and enables students to make contributions to publications. Mari noted these publications would be co-produced by ACRL/OLA. Themes of the course include: bio-computing, oral prosthetics, hive mind (i.e., collective-consciousness), cosmetic neurology, etc. It was a late addition to the Fall curriculum because the course content was originally deemed to be 'unacademic'. It took 3-4 drafts of the syllabus to get approved. The in-class participation portion of the syllabus was quite high at 20%.

h. Committee on Standing (Simren) – NO REPORT

8. New business: None.

9. Adjourn

Motion to adjourn – Jessica

Seconded: Wendy

Vote: Passed – Unanimous

Carried at 7:57pm.