

University of Toronto – Faculty of Information
Master of Information Student Council
September 18th, 2012; 4:00-6:00pm
Student Lounge, 7th Floor, Claude Bissell Building

Agenda

Present: Brooke Gardhouse, Wendy Traas, Simren Singh, Ashley Bodiguel, Darrell Joyce, Emily Porta, Jessica Gallinger, Alexandra Kwan, Pam Murray, Mari Vihuri, Allison Moore, Sanjin Kuduzovic

Official Regrets: Nonna Volodina, David Jorjani

Recorder: Alexandra Kwan

The meeting was called to order at 4.11pm with quorum established.

1. Approval of Agenda
Seconded: Darrell Joyce
Vote: Passed – Unanimous
2. Reading and Approval of the Minutes August 30th, 2012: Jessica noted that the council was posting the minutes before they were approved by council. Posting the minutes once they are approved was discussed, but it was argued that public sharing of the minutes would be delayed by a month as a result. Brooke inquired about the previous council's treatment of the minutes. Jessica stated that last year some MI students did not like the delay in obtaining the minutes. Mari suggested that email approval could be gained from members. Other council members suggested that minutes could be water-marked with "unofficial/unapproved"; however, uploading two copies of the minutes (e.g. watermarked and clean copies) would create additional work for Mari. It was suggested that the webpage itself could indicate the unapproved status of the minutes (e.g., the words "unapproved"/"unofficial" would appear next to the document on MISC's minutes webpage). Once the minutes are approved during the next meeting, its status may be easily be changed while Mari uploads the new "unofficial minutes").
Seconded: Allison Moore
Vote: Passed – Unanimous.
3. Business Arising from the Minutes: Allison gave an update regarding students enrolled in the IPSI collaborative program. Since a course required to graduate was not offered this year, students were offered another masters-level course taught at the Faculty of Engineering. The Engineering course was found to be unsuitably difficult for MI students. FI's Faculty Liaison at IPSI, Andrew Clement, is working out a solution with the students.
4. Reports by Executives:
 - a. President (Jessica)

- i. Lounge space maintenance: Darrell and Jessica have been watering the plants. Jessica had been watering them regularly for five months and no longer wanted to do it. Allison volunteered to look after the plants. Emily said that the Tech Fund's water globes have not been purchased by Ivan Sestak (IT Administrator) yet. Once they arrive, the water globes in addition to weekly watering will be sufficient for the plants. Also, the microwave must be checked for cleanliness. Caretaking staff clean the lounge floors; however they do not clean (table) surfaces, fridge, microwave, or water the plants. MISC is responsible for these tasks. Jessica will ask MSGSA to share responsibility in watering the plants in January because MMSt students also use the space.
 - ii. Recycling electronics: There are no places to recycle electronics on campus. Jessica emailed GSU's Civics and Environment Commissioner to consider holding recycle-days/facility days for electronics. Laptops can be recycled, but cannot be placed in ordinary recycling bins.
- b. Vice President (Sanjin, acting) – NO REPORT
- c. Secretary (Alexandra)
- i. Elections update: Nominations and voting booth sign-up: At the time of this meeting, the low response rate for the elections means that nominees will win their positions by default. This may change closer to the deadline date, which is Sept 19th, at 11:59pm. Also, there are some completely empty slots in the voting booth sign-up schedule, which need to be filled before it is finalized by Thursday, Sept 20. Alexandra will contact Glen Menzies to adjust the lobby bookings if there are still empty spaces in the schedule. Jessica added that FI's student enrollment is down, so that there are actually fewer Faculty Council Representative positions (the number of which is proportionate to the number of enrolled students).
 - ii. Winter 2013 term's course enrollment date: Currently both first-year students and second-year students will enroll for Winter courses on the same day. Alexandra contacted the FI's Registrar, Adriana. Adriana stated that 2nd year students enrolling before 1st year students has only occurred for four years, but Student Services noticed that 1) 2nd year students enroll in more course than they actually expect to take (which makes it difficult for 1st year students to enroll), 2) 2nd year students enroll in course and drop them after a few classes because they know they will be given priority, and 3) students should be taking required/core classes when they start the program instead of the last term of their second year. Council members argued that this is unfair for second-year students because first-year students have fewer required/core courses to take than the previous cohort; thus, first-year students have more opportunities to take elective courses. Also, the recommended "path schedules" posted on FI's website did not schedule all the required courses at the beginning of the program. Allison noted that students do not necessarily need to finish all the required courses in a "path" to actually graduate. Until this year, the designation (e.g., LIS, ARM, KMIM, etc.) has not ended up on graduates' diplomas. Council members also argued that students who changed their paths mid-program would have been unable to finish their required course in the first year, and that they will be unfairly penalized. Possible scenarios discussed included Student Services squeezing all graduating students

into the offered sections of required courses in order for second-year students to graduate on time, or that students would be asked to stay for the summer term. Council members felt that there is an assumption being made that 2nd year students are being underhanded. A member suggested that there should be spaces reserved (during the enrollment process) for certain groups of students; thus, 2nd year students can get the courses they need. Alexandra noted that Adriana also pointed out that these enrollment controls are already being used, such that enough 1st year students, 2nd year students, MMSt students may take the course. However, the controls are limited by the fact that all MI students in “paths” have the same “Program of Study” code; this is one of the reasons for moving to “concentrations”. It was suggested that the simultaneous 1st and 2nd year students’ enrollment be postponed to next year once the transition period to concentrations is over. Having separate enrollment dates act as an enrollment control in order for 2nd year students to secure the courses they need to graduate; forcing all students to enroll on the same day removes such controls. Council members suggested sending a letter to Student Services on behalf of the student body regarding this issue. Alexandra will email Adriana to inform her of the letter.

A council member counter-argued that the current MISC is comprised of 2nd – year students; she recalled her first-year enrollment experience, in which first-years were unable to enroll in classes they wanted. Another council member said that the current MISC must ensure that we are not speaking for the new MISC members who have yet to be elected. Jessica and Alex will draft a letter, and bring it to the next meeting to have the new members to sign as well. Council members were concerned that the decision may not be changed, regardless of the letter.

- iii. MISC copy card: MISC has a new print-card for colour-printing (for posters, flyers, buttons, etc.). It will be placed in the cash box.
- d. Treasurer (Jessica, acting):
- i. Budgets status: The budgets are all complete! They have not been passed by executive yet because we have lower projected revenue this year given lower enrollment in the MI program.
 - ii. Lower projected revenue: Jessica is waiting back to hear from Adriana on the exact number of students enrolled this year, but there are definitely fewer students. Thus, Jessica has suggested a drop (about 15%) in food budgets for the Social Committee’s events and other cost reductions in areas that are not constrained by fixed fees.
 - iii. Special budget proposal: This will be put on hold until after the election, given that there are fewer students and less revenue for MISC.
- e. Webmaster (Mari)
- i. New calendar: Mari gave MISC members a demonstration of our website’s new Google calendar. The calendar is a mash-up, in which information from several other calendars converge. Mari has provided access to committees who may change items or schedule events.
 - ii. Letterhead & business cards progress: Mari will discuss this during the next meeting.

She is in the process of setting up a new website in the next month or so and would like to speak with everyone who has a “tab” on the page. If council members would like a tab (and currently do not have one), they can ask Mari for a page. So far, Mari has done minor cleanups, but the site needs a refresh; she is currently searching for nice, free Drupal layouts. Jessica inquired about online office hours; Mari responded that she will be getting to it soon.

5. Reports by Committees:

a. Academic Affairs (Allison)

- i. Distribution of class rep forms: Class representative forms went out today (due to lack of building and printer access). As of this afternoon, instructors should have them in their mailbox. Jessica will inform Dean Ross via email that the forms have gone out in order for him to notify faculty.

b. Professional Development (Pam):

- i. Clubs & Associations Open House - follow up: This event went smoothly. There was low student turn-out, but all the clubs were present. Pam is not sure why there was such low turn-out, given the advertising (via MISC digests, posters, and a reminder-email sent the night before). Pam noted that she had intended to schedule this event for this week (Sept 20), but the lounge was already booked during that time.
- ii. My Summer of Professional Experience iTea: This iTea has a panel of five students, in which most streams are represented. It will happen tomorrow from 5-6pm in Rm 728.

c. Social (Ashley & Darrell)

- i. Review of BBQ & Haunted Tours: The BBQ event went smoothly and was a great success. Numbers were down (we have fewer students this year), but we were able to invite the MMSt students. There was a lot of mingling between different paths, as well as between MI and MMSt students. This is good for establishing a rapport between councils in addition to building community at the iSchool. Nonna donated a lot of merch for these orientation days. 160 students RSVP'ed, but more people came to make up for those who did not show up. The caterers, Simply BBQ, did a great job (they were clean, music, and pleasant). The Haunted Tours also went well, which were initially priced at \$500, and later negotiated to \$400. The typical admission is \$15-20 per student, but students paid \$5 (and \$10 for non-students). The Social Committee came under budget, and had fewer costs than last year's event.
- ii. Upcoming Open Mic Night: This event will happen tomorrow night in the basement of Hart House (Sammy's) from 7-11pm. It has even been advertised with on the Faculty of Music's radio show, since it is an event that is open to everyone. Rental Bookings are \$75, but if people spend over \$300 on drinks, then the booking is free. Students are interested in smaller events like screening TV shows and having game nights, (Social would spend about \$20 for pop and snacks for these events). Last year, pub nights were not as popular or successful; these events will be a new take on this. Social Committee will continually evaluate and try other events like Karaoke. Also, the Open Mic Nights are co-hosted events; they will be less expensive for MISC and enable MI students to foster a

community with MMSSt students. Sammy's have been booked through to December. (The annual End of Term Party will be combined with December's Open Mic Night. With our savings, we may be able to provide drinks/food.) With the change in time for this year's iTeas (starting at 5pm), it is a smooth transition from the iTea to a Wednesday night Open Mic event. However, this is flexible. Jessica noted that pub nights were poorly attended last year because few first-year students were interested in coming.

d. Merchandise (Nonna): Report given by Jessica.

- i. Contigo bottle samples: there are some merch samples in the MISC office.

Jessica also noted that Representatives are assumed to have no report (by default); however, Committee and Executive members are assumed to have items.

6. Reports by Representatives:

a. Alumni Association (Brooke) – NO REPORT

b. Admissions Committee (Wendy) – NO REPORT

c. Faculty Council (Jessica)

- i. Building renovations: There is only \$3 million left to spend on building. FI is looking at improving the current space.
- ii. Inforum space: Dean Ross wants to create a committee to decide what to do with the 5th floor. He wants to remove the books from the space and create labs, partitioned with glass; yet, he wants a committee (which including students) to help decide on this. Jessica will be emailed by the Dean.
- iii. Distance courses: U of T is looking at how FI does distance courses. FI will create a special task force to analyze how it is done (and whether it is effective for learning or not).
- iv. Semaphore (and KMDI) for MI students: Semaphore is led by Matt Ratto (Director), Rhonda McEwen, and Sara Grimes. Semaphore does research on critical-making and they have have a 3D printer. They will be offering Inforum workshops this semester. With respect to KMDI, it exists and students are encouraged to take initiative to get involved.
- v. Student conference grants from Alumni: Kim Silk (FIAA) said student conference grants will be coming out in October, so students should watch for them.

d. Graduate Students' Union (Jessica) – NO REPORT.

e. Student Tech Fund (Emily & David)

- i. Design workshop: Design workshops are scheduled for Sept 28th and Oct 4th of October. A specific time has not been decided yet, but this is a workshop which is heavily customized to suit our students. The first will cover the basics of Photoshop and design; building on that, the second will workshop will cover designing specific event promotional materials you can create with these skills. Tech Fund meeting is planned for early October (the date is not set yet, but TF will have a new first-year student) to focus on new laptops for students in the Inforum. Jessica made a suggestion to invite Kathleen Schaeffer to drop in and see these workshops.

- f. Information Services (Mari): The schedule of Information Services Committee meetings has just been set (there are seven meetings). The next meeting is October 12th. Emily expressed interest in attending, and Jessica commented that it would make sense for Tech Fund members to also sit on Information Services Committee meetings.
 - g. Programs Committee (Sanjin) – NO REPORT
 - h. Committee on Standing (Simren) – NO REPORT
7. New business: None.
8. Adjourn
Motion to adjourn – Jessica
Seconded: Ashley
Vote: Passed – Unanimous.

Carried at 5:40pm.