

University of Toronto – Faculty of Information
Master of Information Student Council
February 14th, 2013; 4:00-6:00pm
Student Lounge, 7th Floor, Claude Bissell Building

Agenda

Present: Jessica Gallinger, Alexandra Kwan, Mari Vihuri, Kate Restivo, Nonna Volodina, Wendy Traas, Ned Struthers, Katrina Cohen-Palacios, Pam Murray, Laura Sorbara, Daniela Cancilla, Simren Singh, Melody Tacit, Kim Pham, Brooke Gardhouse, Emily Porta, Laura Chuang, Sanjin Kuduzovic, Sarah-Anne deGroot, David Jorjani, Darrell Joyce.

Official Regrets: Octavio Escalante Menchaca, Allison Moore, Ashley Bodiguel, Ramona Sansait, Gillian Eguaras.

Recorder: Alexandra Kwan

The meeting was called to order at 4:05pm with quorum established.

1. Approval of Agenda
Motion: Mari
Seconded: David
Vote: Passed— Unanimous.
2. Reading and Approval of the Minutes:
Motion to approve January minutes: Ned
Seconded: Brooke
Vote: Passed—Unanimous
3. Business Arising from the Minutes: None.
4. Reports by Representatives:
 - a. Alumni Association (Brooke)
 - i. Student grants: Grants were awarded and successful applicants have been notified. The next grant has a March deadline.
 - ii. Job shadowing: Brooke noted that there were issues with the online-sign-up process. Mari noted that the sign-up did not work until an hour after it opened, and more than one person signed up for a single slot. Brooke responded that FI's IT administrators run the sign-up process for FIAA's job shadowing program. Students were able to sign up for more than one placement to ensure most placements are filled; however, this relies on the honour system. Nonna noted that she signed up for one placement, but the system signed her up for two placements (which were both cancelled). Students who experienced issues with the sign-up process should email Brooke and/or the Job Shadowing email account.

- b. MISC-MSGSA Liaison (Katrina)
 - i. MSGSA survey: Katrina attended the MSGSA meeting, and is now put in charge of field trips. MSGSA conducted a survey for current MMSt students. They will be renamed MUSSA, but are unable to change the name officially until next year. MSGSA strongly encouraged MMSt students to complete the survey. They found out the student body's demographics. Students want: a public programming and education course that hasn't been offered yet, workshops on Photoshop design and social media, more networking events to help them get a head start in their careers. Students feel their class sizes are too big, they were expecting more value for their tuition (e.g., there is no funding available for students).
 Jessica spoke to Caitlin about the survey; MSGSA conducts this survey every year. Jessica prepared a draft motion to create a subcommittee for conducting a survey to send to MI students taking courses this semester. There is not enough time for the current council to run data analysis; thus, the data will be passed on to next year's council for analysis. Emily said the Tech Fund will be conducting a survey again this year. Mari suggested combining MISC's survey with TF's survey.
 Motion (by Jessica): Be it resolved that the MISC approve membership of Jessica, Katrina, Tech Fund Representative (TBA), Wendy, Kate, and Laura C. to a survey sub-committee.
 Seconded: Kate
 Vote: Passed—Unanimous.
- c. Admissions Committee (Wendy) – NO REPORT
- d. Faculty Council (Jessica et al)
 - i. Notice of motion accepted re: PC additional rep: There have been no FC meetings since November. MISC's verbal notice of motion was rejected after the last meeting. Jessica spoke to Dean Ross, who requested Andrew Drummond (FC Chair) to reverse his procedural decision. Notice of motion was subsequently reaccepted, and the motion will be put forth at the next meeting. The motion is to have a second MI representative on the Programs Committee. Jessica requested that Sanjin contact members of the Programs Committee to determine if they have any objections.
- e. Graduate Students' Union (Jessica, Laura, Ned)
 - i. Policy writing workshop: There is a workshop to learn how to write policy on February 27th.
 - ii. Branding and Identity committee: the committee met three times, and are accepting submissions to design a new brand identity for GSU. The contest winner will be awarded \$500. Submissions will be judged first by a committee of experts (e.g., U of T's Design Faculty, etc.), then a U of T-wide vote. Submissions are due February 22.
 - iii. Valentine's Day lunch: Jessica went to this presidential lunch, hosted by GSU to solicit feedback from student union/council presidents.

- iv. Anti Calendar Meeting: Laura C. attended the first meeting. UTSU (Undergraduates' student Union) prints an 'Anti-Calendar' that shows the inner workings of undergrad life; it contains reviews of professors and unwritten rules at U of T. Laura C. was only non-thesis student in attendance, and she noted other thesis students' concerns like supervisor issues, privacy, etc. Since FI's programs are mostly course-based, MISC could put our class reports to use in an anti-calendar. GSU reps agreed to mock-up some surveys and create a mock-up of the anti-calendar, which would include perceptions of instructors' general competence, research, fairness in dealings between supervisors/ees, etc. Setting up a meeting TBA.
 - v. Jessica introduced Ashleigh Ingle, GSU's Civics and Environment Commissioner, to observe this MISC meeting. Ashleigh expressed that she was pleased with MISC as a functioning department union. She added that the GSU wants more communication from unions because many decisions are made at the department level, instead of university-wide. GSU would like to have events to get feedback from us, even providing free food if it means they can meet with MISC members.
- f. Student Tech Fund (Emily, David, Octavio)
- i. iSI workshop progress: TF had looked into providing workshops in conjunction with the continuing studies programs at the iSchool Institute. However, this is not progressing as quickly as expected and workshops are unlikely to materialize soon. TF has received information about the workshops, but there has not been any progress with getting an instructor.
 - ii. HackerYou workshop video: TF apologized for the delay in making this available to students. Octavio and Emily are planning to digitize the video over reading week.
 - iii. Puppy party details: One therapy dog will come to the iSchool in late March. TF is planning to make a donation to St. John's Ambulance, since the non-profit organization is providing this service for free.
 - iv. iv) Price estimate for computers (waiting): There are plans to purchase six MacBook's and six PCs, but TF is waiting for estimates from Senior IT Administrator, Ivan Sestak*.
[* As of March 2013, Ivan Sestak will no longer be with FI. See IS report in 4g.]
 - v. End of year report: TF will be preparing this report. If anyone would like to contribute any ideas for the report, please let Emily Porta know.
 - vi. Referendum: Jessica received a memo from the Vice-Provost's Office that said TF must have a referendum this year to continue the Tech Fund fee or not. If we do not conduct a referendum, TF will not receive funding next year. Jessica noted that referendums are infrequent and expressed her frustration that the notice was only given yesterday. The referendum process needs to happen by April 15th. Alexandra and Sanjin will help facilitate this process. Also, MSGSA is also expected to hold a referendum. Jessica has notified certain MISC and MSGSA members to plan this. Members asked how a referendum is 'won'.

Jessica also pointed out that the Provost had recently cut part of TF's funding, so there is a possibility that the Tech Fund fee may need readjustment.

- g. Information Services (Mari and Emily) :
 - i. Task force membership (Jessica): Recall that this task force is to evaluate Information Services and the Inforum's space. The Dean had appointed Sanjin to the task force. After MISC's January meeting, Jessica met with Dean Ross to express her concerns about his interference in our democratic process of choosing representatives. Jessica also clarified that MISC does not object to Sanjin as a representative. Dean Ross acknowledged his direct appointment could be perceived as problematic. Sanjin had offered his resignation from the task force; however, after meeting with the Dean and at Jessica's request, he accepted the position. No objections from MISC members have subsequently been expressed. Sanjin has forwarded some documents from the task force listening sessions. Mari encouraged everyone to attend the listening sessions, in which the task force discusses future of the Inforum.

Mari reminded MISC that Ned attended the last IS meeting because she and Emily were unable to attend. Ned said that the new FI website was shown at the meeting, but it has not been unrolled yet. Also, Ivan Sestak has just given his two weeks' notice and is only at FI until March 1st. At the IS meeting, they considered whether the computers in Rm116 should be replaced or not. These workstations were installed in 2006, and cannot be upgraded because they are so old. The iSchool Institute uses that room for programming, but the obsolete computers are an embarrassment. Jessica is unsure where the funds would come from to upgrade Rm116's computers; the iSchool will not pay for the Inforum's computers. Ned reported that the IS committee noted that few people use Rm116 downstairs. Jessica also noted that there are security issues with the basement space. Ned suggested that MISC should bring these concerns to the Task Force's listening sessions; if there are security issues with the basement, it would also be problematic to move books to that space. Ned reported that FI may be seconding a IS director from UTL, which would not cost anything, but one Inforum librarian would work at UTL on a rotating basis. Dean Ross has spoken to UTL's head librarian, but Ned is unsure if this is happening yet.

Brooke inquired about the timeline for the task force. Sanjin: A report will be filed to IS, who will review it before it goes to May's FC meeting. The FC will make the ultimate decision. Jessica reminded everyone that the report could be delayed if the IS committee does not approve the report.

- h. Life and Times Committee (Daniela) – NO REPORT
- i. Programs Committee (Sanjin)
 - i. 2nd student representative (1st year): The Programs Committee meeting that was scheduled before the next FC meeting has been cancelled, so Sanjin will email committee members about MISC's motion.

- ii. January meeting recap (Allison): Allison was not present, but her report was read by Jessica: “we shut down two concentrations which never actually existed in the first place (some sort of odd hangover from the transition from paths to concentrations), and approved the two C&T core courses, though there was much discussion of how different those classes are from most of the existing iSchool classes.”

 - j. Committee on Standing (Simren) – NO REPORT: Mari noted that the deadline for handing in materials is not on FI’s webpage for academic dates, and asked Simren if she could communicate this to the Committee on Standing. Simren said she would send an email about it. Mari also asked why application deadline dates are in December, but marks do not have to be submitted until January? Simren: the Committee on Standing really wants students to hand in their applications on time; they have had problems in the past with last minute submissions lacking sufficient documentation.
5. Reports by Executives:
- a. President (Jessica)
 - i. Open meetings: At their last meeting, the Dean said these open meetings will likely be approved for this semester. However, there has been no progress toward this goal. The Merchandise budget was reallocated to the Social budget and the Executive budget, and some of these funds will go to pay for lunches at these open meetings.

 - ii. Tech skills meeting: a special meeting was held to discuss the tech skills document and Inforum Workshops. It was attended by Jessica, Caitlin, Isidora Petrovic (Careers Officer), Kathleen Scheaffer (Inforum Librarian), and the Dean.
 - Tech skills document: Jessica had requested the creation of this document in July, which involved analysis of a year’s worth of job postings to the iSchool job site (jobs suited to graduates of the program). Isidora created the document that outlines general tech skills, as well as concentration/path-specific tech skills. The skills and software for specific concentrations/paths were further divided into categories (i.e., skills that are required, advantages, and assets). Jessica had viewed the final report, stating that it looked great. At the meeting, Jessica learned the document will never be released because the “methodology is flawed”. Isidora will complete another study but any results will not be released before the 2013 cohort graduates.
 - Inforum workshops: Moving forward, the iSchool’s plan to address tech skills will involve more offering more tech themed workshops. Some of these workshops may be offered in partnership with external organizations (i.e. IBM). . There is a perceived disconnect between what students learn in class and what we need to learn to be competitive in the job market. Laura C. attended one of the Inforum workshops, but it did not match her expectations. Other council members noted that attendance was low in the

workshops they attended. Simren pointed out that students have various work commitments, and it is unreasonable to expect students to go to additional workshops when learning these skills should already be part of our education. Sarah-Anne said that the workshops appear to be full according to the online registration pages; students may sign-up, but run out of time. Students may actually want to attend, and that there are few remaining spaces in workshop registration indicates interest. Brooke asked why the document was not being released. Jessica suggested that the document could be received negatively by students, who are aware of the inadequate amount of technical skills we get through our program.

- iii. Art group update: This sub-committee met once in person. A few projects will be moving forward. Currently, a promising quilting project is being sewn by an artist, who has experience and a BFA. To date, the quilt-artist is the only applicant who has sent regular correspondence and whose project looks like it will be completed. Laura S. expressed interest in producing art. Jessica will put a final call in the MISC digest for art. Jessica suggested canvas prints of some photos taken at MISC events. Laura S. stated that the person who requested MISC funds for their art show (and was denied because their art was not sufficiently information-themed) has submitted another proposal. Jessica said she has not yet received the proposal.
- iv. Green iTea, Feb. 27th: Since Ivan has not been responding to her emails and will leave FI soon, Jessica needs help to redesign the iTea. Jessica has ideas for the event, but these were planned assuming Ivan would implement them. If anyone is willing to help, please contact Jessica. The iTea will discuss infrastructure changes that could be made to the Bissell building, and paperless classrooms (Instructor Mike McCaffrey has agreed to try this in his classes).
- v. Hearing and Investigating Officers app't: FI appointed these officers for non-academic offenses. Mike McCaffrey and Andrew Drummond will act as Hearing Officer and Investigating Officer, respectively.
- vi. Anonymous suggestion box: This was brought up in regard to Student Services during MISC's January meeting. Jessica brought the suggestion box/survey idea to Dean Ross during her meeting with him and she reported that he appeared receptive to the idea. Jessica thinks MISC needs to further consider whether a suggestion box is the right tool to address student concerns re: Student Services. Jessica will meet with the Vice Provost (meetings with the Vice-Provost typically happen once a semester) and she could carefully raise concerns with her. Brooke asked whether a survey would make students' concerns sound less anecdotal. Jessica pointed out that MISC is planning on running a survey anyways and could include a question about it. Simren: asked if students have talked to administration about it. Jessica replied that the administration knows about students' concerns, but they are unwilling to take action. Ned pointed out that if there's only one issue, then MISC should not run a full survey that asks questions irrelevant to the problem. He added that future MISCs could use consistent survey data generated by past councils to identify consistent problems. Mari agreed that surveys should be done regularly in general. Ned

suggested that the survey cover different facets of the iSchool so that no departments are singled out.

Jessica recommends a CBC documentary—Generation Jobless—for students to watch. She recommended the documentary to the Dean, and he may forward it through the faculty listserv.

Jessica also recalled that all new courses need to go through the Programs Committee for approval. In their last meeting, the Dean suggested that future Program Committee Reps should use these committee meetings as an opportunity to advocate for the inclusion of more tech skills in the curriculum. Ned pointed out that there could be a bigger problem in that some faculty might not know the applicable tech skills to teach students.

b. Vice President (Laura) – NO REPORT

c. Secretary (Alexandra)

- i. Criteria and naming the Students' Choice Teaching Award: Alexandra showed council members the Google Doc containing the award's criteria and asked for feedback. Laura S. inquired about the amount of a monetary reward suggested in the document. Jessica did not agree to having a monetary component to the teaching award. She cited the McGill Department of English Students' Association (DESA) award, which lacks monetary value, but is prestigious and highly sought-after. She suggested a framed certificate would be an appropriate award. Emily asked whether the selection process would be unfair for MMSSt profs; Jessica clarified that the award is specifically an MI award, and that instructors can only be chosen by MI students. Since this is the first time this award will be offered, the selection process will not be perfect. Jessica suspects that an LIS professor may win because there are many more LIS students. Next year's council will likely improve the process next year.
- ii. MISC election preparation: Alexandra has contacted Caitlin about election dates. The election will occur online and in-person during the last week of classes. She has tested the Voting System, and it can run multiple elections at the same time. Students will be able to vote for their next MISC and their favourite instructor at the same time.
- iii. Fridge purge: On February 5th, Alexandra and another MI student cleaned out the fridge. She would like to remind all students to label their food items with their name and date. Alexandra wiped the inside of the refrigerator with kitchen cleaner, but noted some spills remained stuck to the surfaces. Mari suggested using Mr. Clean Magic Erasers next time. Jessica noted that Magic Erasers contain formaldehyde and perhaps should not be used in close proximity to food.

d. Treasurer (Sanjin)

- i. Wrapping up SSI applications: The deadline for applications is February 24th by midnight. Sanjin asked students to submit their applications soon before the money is allocated elsewhere.
- ii. Update on financial standing and aggregate budget: \$2500 for the Social Committee, iSchool Conf received \$1000, CYA received \$500, SLA received

\$300, Stitch 'n' Bitch received \$150. Brooke asked about MISC's process to receive funding. Sanjin: We get our financials reviewed and audited for the GSU. Our auditor noted that MISC has the best recordkeeping practices.

- iii. Further allocation of funds: The amount of money allocated for expenditures is usually \$20 000. From Sanjin's calculations, there is currently \$18,700 budgeted so there may be ~\$1,200 left.
- iv. Transferring bank branches (in process): Sanjin is in the process of transferring the MISC account to another branch because our current banker's performance has been less than satisfactory. Also, the account is not set up appropriately. Sanjin is considering switching to the CIBC at Bloor & Spadina or the RBC on Harbord.

e. Webmaster (Mari)

- i. New site progress: Mari said that the new site is delayed. If anyone has questions, please let Mari know. She intends to finish the website before the end of the semester.

6. Reports by Committees:

a. Academic Affairs (Allison, read by Jessica): any questions, email Allison.

- i. Reports from last semester: "Last semester's reports don't really have much to say, except the oft-discussed INF1320. I also received a message from INF1230 section 003, which lamented the tardy publication of their grades and a poorly-designed final exam."
- ii. Digital signup form: "the digital signup form seemed to work well, though we don't have 100% signed up. They'll be posted online shortly, once I shoot the list over to Mari. The AA reps were emailed yesterday to solicit for feedback for the mid-semester (or, in the case of the workshops, end of workshop) reports, and were asked to announce the upcoming Open Mic Night."
- iii. Student Evaluation Committee: "Cara Krmpotich and I hung out in the Inforum during lunch hour last Tuesday to solicit student opinions on the departmental course evaluation questions we're proposing, most students seemed to interpret the questions as we intended, and thought that they were relevant/good questions. The new system will NOT be ready for this session's evaluations, it MAY be tested this summer, but should be good to go for next year."

b. Professional Development (Pam and Kim)

- i. Employer Showcase recap: This event went very well: 27 employers attended and was an overall success.
- ii. Speed networking: This idea was suggested by Kimberly Silk, inspired by the Speed Networking event at OLA. This entails about five information professionals to do rotations with three students at a time. PD is thinking of having this event on March 14th or the Wednesday after that. Jessica noted that there is a sense of oversaturation of events for students. Last summer, there were no PD events over the summer; perhaps there would be higher participation rates for these events over the summer term and that recent grads would attend events at this time. Pam invited Isidora to our next MISC meeting because she

wants feedback. PD is working on the speed networking event with Isidora. Emily Porta said that Kim Silk and Vicki Whitmell are doing another event through the Peer-Led Workshop Series; she asked if these events could be combined together? The event with Kim and Vicki is about management and leadership (e.g. how to fire someone, etc.), and it involves attendees breaking into groups to talk about workplace issues.

- c. Social (Ashley & Darrell) – NO REPORT. Darrell reminded everyone that the next Open Mic night will occur the Wednesday after reading week (February 27) at 7-11pm.
 - d. Merchandise (Nonna)
 - i. Water bottles: Nonna has been emailing with Contigo. Instead of ordering printed bottles, she is now considering ordering plain bottles and bringing the bottles to a company in Toronto for printing. However, there has been little communication from Contigo. As a result, Nonna has to reallocate her budget (\$500) otherwise she will be under budget because there is not enough time left in the semester to coordinate the purchase
 - ii. Tote bags: ordered—100 of them, they will arrive by next week.
 - iii. Hoodies: FI hoodie sales will be happening soon! Nonna will prepare a sign-up form for scheduling council members to sell the hoodies. They are \$45 each, and come in the colours: red, dark gray, black, and blue. Nonna is coordinating with the MSGSA Merchandise Rep. Jessica added that hoodies are different from other merchandise because they are pre-ordered. Also, MSGSA's hoodies are personalized with the wearer's name. Jessica suggested purchasing together with MSGSA because MI students may opt for this additional personalization (currently, MISC does not offer this) and it would save on the set-up charge that the company charges for this personalization.
7. New business: Alexandra wanted to add that the election table sign-up form will be sent to council members sometime next week. Mari suggested pairing the election table with other events occurring at the end of the year.
8. Adjourn
Motion to Adjourn: Mari
Seconded: Kate
Vote: Passed— Unanimous.

Carried at 5:47pm.