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

Agenda

Present: Mari Vihuri, Laura Chuang, Pam Murray, Allison Moore, Simren Singh, Nonna
Volodina, Wendy Traas, David Jorjani, Kim Pham, Sarah-Anne de Groot, Brooke Gardhouse,
Melody Tacit, Ashley Bodiguel, Ned Struthers, Octavio Escalante Menchaca, Emily Porta, Kate
Restivo, Sanjin Kuduzovic, Jessica Gallinger, Gillian Eguaras, Alexandra Kwan.
Official Regrets: Ramona Sansait, Laura Sorbara, Darrell Joyce.

Recorder: Alexandra Kwan

The meeting was called to order at 4.10pm with quorum established.

1. Approval of Agenda:
   Jessica noted that the agenda was adjusted to include a guest report by Careers Officer
   Isidora Petrovic.

   Motion to approve agenda: Emily
   Seconded: Kate
   Vote: Passed—Unanimous.

2. Reading and Approval of the Minutes
   Motion to approve minutes: Pam
   Seconded: David
   Vote: Passed—Unanimous.

3. Business Arising from the Minutes: None.

4. Report from FI's Careers Officer: Pam introduced Isidora to speak to MISC about
   professional development. Isidora said she met with Kim Silk to discuss professional
   development events for students. Kim has typically offered a course through the iSchool
   Institute, in which professionals were invited to speak from different information sectors;
   however, she noticed that enrollment has fallen. She also observed that she and Isidora
   were offering similar events, since last year we were offered events and panels from
   different industries. They decided to talk to students before planning additional events
   involving professionals. Isidora asked students what they would like to see, or what they
   would have liked to see, or whom? (e.g., what kinds of employers, professionals? What
   times work best for students?) Although the ideas/content of these events were good, the
   events scheduled in March last year did not work well due to incompatibilities with
   students' schedules. Isidora noted that she reports directly to the Dean (with Wendy
   Newman as her supervisor), which gives her much latitude with respect to the types of
   events she can organize; thus, she seeks feedback and is open to any suggestions from

students. Mari said she would like to see an event about the process for hiring at academic libraries (which may entail full-day interviews). Jessica would like to see events offered in the summer because current and graduating students have more time in the summer. Jessica also suggested that Isidora should advertise her services to recently graduated students who may not realize they can still use the Career Services at the iSchool. Allison agreed that offering events in March is not great, but she liked the ones specifically for ISD students. Ned said he went to all networking events and found them to be informational, but he would have preferred to talk to professionals from organizations in every field that were actually hiring. Ashley (from ISD) stated that there are many smaller employers based in Toronto, looking for entry level positions to fill; it would be great if these employers could speak to students. Octavio recommended more ISD programming because he noticed that many events are library-oriented. He pointed out that consulting companies might hire across fields, including LIS. Also, he would like to see more panels that would discuss attributes of desirable job applicants, skills, as well as the hiring process. Laura C. said that her interest was in public librarianship, and attended panel sessions in classes. Many of the people on those panels were in management positions; however, it would be interesting for these panels to include professionals who are fresh out of the program, who recently got a job and what their perspectives are. Jessica recalled a panel at the OLA super conference "If I knew then what I know now". She liked this panel because it had a mix of people (established professionals but also those who were recent library school grads) who had different perspectives (e.g., hiring v. how the hiring process feels). Ned suggested that there should be a panel offered to first-years specifically about where the information field is growing. Even concentration-specific panels could be offered; for example, the growth of different areas of archival could be discussed. It is difficult to find advice on what courses to taken when student begin at FI; thus, a panel about growth in the information field should be offered early during the first-semester to students concerned about employment prospects. Ned recalled his first term at FI, in which he was confused about which courses to take because the requirements were unclear; as a result, he chose courses that were not right for him. In the future, there should be more resources about what courses to take because there are so many options. Isidora stated that she is working on a map of what courses to take in the first/second/third semesters at FI. Brooke said that March and November are the busiest months of each semester; in May and June, there are courses, but there is more time to schedule and attend events. Allison pointed out that networking events tended to be full of librarians. Going forward, inviting more non-librarian professionals would be good because the few who do come are often swarmed by all the KMIM/ISD students. Wendy suggested that the invited professionals could have labels on their booths indicating whether they are hiring, looking for volunteers, etc. If more information about concentrations and networking was available on the website, students could read it at their leisure. Jessica would have liked to see clearer information about each path, so she could have made a more informed decision about her concentration (e.g., what kinds of jobs are available?) Isidora is working on this, as well as fostering links to organizations. David spoke on behalf of ISD students, indicating that they are not satisfied with their minority status in the MI program and asked there is a plan for improving their situation. (David acknowledged that more ISD networking events alone may not actually solve this.) If there are only a few ISD

professionals coming to FI at a particular time, then they should have a panel event instead of networking. Isidora says that FI does not actively seek professionals from companies—they approach FI. Usually the professionals who approach FI are graduates from the library stream. Ned noted that some jobs posted are often not for our level— Isidora: it's because the job board is publicly open. Ned suggests adding a filtering function for entry-level jobs. Ashley asked Isidora if anyone is contacting employers about MI students, whether they know about us, and if there are plans to hire someone to promote iSchool students to potential employers. Isidora replied that it is part of her job to do that, but she has a lot of projects at the moment. She uses the practicum and internships as opportunities to reach out, but plans to be more proactive through networking (but this is not consistent). Simren noted that some companies hire directly from particular faculties/institutions. She suggested that Isidora could start similar partnerships and create events to promote them. Ned said he was upset to find he had missed the hiring period in September for accounting firms (like KPMG, Deloitte, and PWC), which conduct recruitment in the fall. He would have appreciated knowing that such hiring took place in earlier in the year. Isidora responded: Campus recruitment has happened regularly for many years—especially in the business and engineering fields. The central Career Centre allows all students to attend, but most jobs are in business and engineering fields. Also, organizations are unlikely to come to FI if they are seeking one information position to fill, favouring batch-hiring instead. To help ISD students, David suggested that Isidora coordinate with CS and ECE faculties and careers officers because the information sessions were scheduled in October and November for internship applications due before January. He indicated that ISD require a different strategy, and recommended that MI students should also attend the other career fair when the IT and ISD companies are hiring. Emily said she would be interested in seeing an event about information interviews, e.g., a workshop or talk on how to approach and talk to employers, and how to identify important information professionals, what strategies to use, and what to do during the information interview. Simren recalled the Ontario Internship Program, which had its application deadline in January. Isidora said that she sent two emails about the OIP and noted that the window for applications is very short. Emily and Jessica suggested creating a calendar that contains important career dates and scholarship deadlines.

5. Report from AIS: A panel has been scheduled on March 26th to discuss effective communication between designers and developers, the design process and the open data project. The AIS has also invited people from other departments (CS and ECE), and invites everyone. Mari asked for details so she can put the event on MISC's calendar. Please contact Kim or David if you have any questions.

6. Reports by Representatives:
   a. Alumni Association (Brooke)
      i. Student grants: The deadline for student grants and the outstanding student award is March 30th.
      ii. Spring reunion: FIAA is holding their annual reunion on May 30 in Hart House. Nonna received last minute notification for last year's reunion, and asked if the FIAA could contact the future Merch Rep earlier for this year's event.

b. MISC-MSGSA Liaison (Katrina) – NO REPORT

c. Admissions Committee (Wendy) – NO REPORT

d. Faculty Council (Jessica et al)
   i. Motion to add a 2nd PC rep: Jessica reported that the motion passed, but with many abstentions and two votes against.
   ii. Feedback on class rep midterm report + signups: This was discussed in November's FC meeting as well. The faculty was discouraged by the low number of class reps and felt that MISC is responsible.
   Ned added that the FC closed two concentrations: Cultural Heritage and Philosophy of Information due to low enrollment in these concentrations. There was also a presentation from FI's Senior Development Officer Audrey Johnson for the Boundless campaign. . The fund is for PhD students in name only; the funds raised will really only go to liberate money from the FI's operations budget. In other words, there is no new money for PhD students. Mari noted that there is information about FI's Boundless campaign on the website. Mari added that FC passed a statement in support of McMaster Librarian Dale Askey. Also, two courses for the Culture and Technology concentration were approved.
   iii. Brain cancer fundraising campaign (Sarah-Anne): [This was not discussed at the FC meeting, but Jessica added Sarah Anne's item here.] Sarah-Anne set up a campaign (with help from Emily and Jessica) to raise money for brain cancer research at Princess Margaret Hospital. She is holding a raffle. Dean Ross offered a free iSchool Institute course, and Instructor Mike McCaffrey offered a free pub night from McCaffrey to winners. The tickets will be drawn at the last Open Mic night. Sarah Anne said that since Monday (when the website went up), the campaign's goal has continually moved higher from $500 to $2000. She might raise the goal higher after letting more faculty members know about her campaign. Sarah Anne will notify the online donors if they wish to be part of the raffle.

e. Graduate Students' Union (Jessica, Laura, Ned)
   i. Executive elections: GSU elections are happening. Please see the upcoming digest. A few positions are contested, and Jessica hopes that students will vote.
   ii. Keep Back Campus Green campaign: U of T wants to put artificial grass on the back campus by HH. Jessica went to the Governing Council meeting and noted that administration is defending their decision by saying it's aligned with "students' interests"; however, the reason for the artificial grass is to follow guidelines of the Pan Am games. Students should refer to the Keep Back Campus Green's Facebook page, website, and petition at Change.org. Notable alumni are getting involved, including Margaret Atwood. Jessica asked students to spread the news and links because the turf would be installed at the beginning of July; in addition, students should be made aware of any protest efforts.
   iii. Health and dental plans: Jessica put up GSU's summary of our current health and dental plans with Greenshield Canada. She drew council members' attention to items such as Magic Water (Homeopathy), which will likely be

discontinued. GSU's priorities in negotiating the Health plan for next year are physiotherapy and mental health.

Jessica also noted there was a presentation from the Office of Student Life (who requested more money for another staff member). Jessica asked for more funding to be given to CAPS; however, the Office of Student Life decides how to allocate the lump sum given to agencies like CAPS. Brooke asked when health insurance ends for graduate students. Jessica replied that it ends in August, but recommends that students individually extend their plans if they can or sign up for healthcare with another provider.

f. Student Tech Fund (Emily, David, Octavio): Ivan Sestak (former Senior IT Administrator) has been replaced by Tony (Systems Administrator). Emily motioned for council to vote that TF can spend up to $25 000 to purchase 6 Macbook Pro laptops and 6 Dell Latitudes to be part of the Inforum's borrowable technology. Emily noted that 6 Dell laptops cost ~$11,000 and 6 Macbooks cost ~$10,000. TF is purchasing the higher-end laptops because they must be sturdy and last for while. TF had intended to purchase more computers but had to cut back because their budget was cut. Jessica asked about warranties. Emily reported that Tony found out that these higher-end laptops come with "executive warranties". Jessica asked if Tony could do more research into laptop warranties. Also, the TF currently has ~$70,000.

MOTION: Emily motioned to approve the Tech Fund's request to spend up to $25,000 towards 6 Macbook Pros and 6 Dell Latitude laptops for the Inforum's borrowable technology.
Seconded: Mari.
Vote: Passed—Unanimous.

i. Puppy party: A therapy dog will be coming to BL310 on March 28th between 12-1pm. TF is donating $150 to St. John's ambulance.

ii. iSI workshop: Since the last MISC meeting, there has been substantial progress with respect to workshops offered by the iSchool Institute. TF is currently working with an instructor (Keith), and will meet with him in a couple weeks. The instructor has proposed a 12 hour workshop scheduled for late April, about the basics of programming and MySQL. The workshop would include an introduction to PHP and SQL, components of code, loops and arrays, variables, etc. TF is concerned that many iSchool students do not already know how to program, and that the workshops should be practical and match students' skill level. Keith disagreed, but TF will discuss this during their meeting. TF will report on its price by the next MISC meeting. Also, Octavio will be preparing a new updated purchases list. Emily: we decided to renew the Libguides subscription, but asked how long these accounts be kept once the cohort of student users graduate? Libguides are useful in portfolios for job interviews. However, if TF stopped paying for the subscription, the libguides would remain there, but creators would not be able to edit them. Mari said that keeping the accounts active for a year sounds fair. Another member asked whether PhD

students would want to contribute to these projects and suggested contacting them.

iii. Referendum: MISC's survey to the student body contains questions about the TF asking students whether they are satisfied with the TF. The TF is planning to run an additional TF-focused survey. Jessica questioned why the MISC survey included TF questions if the TF intended to run its own survey. Emily figured that the response rate would be better for a MISC-wide survey, which is why those two questions were included on the MISC survey. Referendum: TF needs to hold a referendum because the technology fund comes from a special levy collected from iSchool students that must be renewed every three years. Octavio provided a handout about the referendum to council members. The minimum number of voting members is 25 people, which seems low with respect to the current number of MI students; however, we will not be changing out constitution at the moment. The referendum needs to be approved by council.

MOTION by Octavio: Be it resolved that Council call a referendum concerning continuation of the Technology Upgrade Fund levy and approve the proposed referendum question:
The Master of Information Student Council is seeking consent from the Master of Information students for the continuity of the Technology (Upgrade) Fund special levy. The proposed fee would stay at $50 per session for full-time students and $25 dollars per session for part-time students.
Are you in favour of the continuity of the Technology Upgrade fund in the Master of Information feeds as described in the preamble?
Seconded: Allison
Vote: Passed—Unanimous.

MOTION by Jessica: Be it resolved that Council approve Octavio Escalante Menchaca as the Technology Upgrade Fund Referendum C.R.O.
Seconded: David
Vote: Passed— Unanimous.

Jessica asked if polls will be conducted with a mix of paper or electronic balloting or if it will be done entirely online. Octavio said paper ballots are used for troubleshooting, but he would like to have physical tables set up for the referendum. Octavio has contacted Groups Coordinator Asim Ashraf for assistance on the referendum. He has started advertising, and will begin raising awareness about the referendum. TF would like a high voter turn-out rate to add to the referendum's legitimacy. If there are questions, please contact Octavio. There will be an iTea next Wednesday to publicize this, and the TF has invited students to attend.
With respect to the TF workshops that were recorded, the videos will be made available (with password protection) to students.

g. Information Services (Mari and Emily)
   i. March meeting: The meeting took place on March 8th. Mari spoke about the loss of Senior IT Administrator Ivan Sestak at IS. Systems Administrator Tony Lemmens is temporarily taking over Ivan's duties as FI finds a short-term replacement. IS is waiting upon the completion of IS Taskforce Chair Michael Ridley's report to determine a plan for a long-term replacement. The Fall course schedule might allow for an extra week to devote to an Information Workshop week. A 'passport' idea + co-curricular record. The recruitment microsite was shown. There are communication issues between Senior Web Developer Alex Dvornyak, Recruitment Officer Jerome Poon-Ying, and Inforum Librarian & Web Content Coordinator Nalini Singh. Although the new microsite was supposed to be complete by January, it remains incomplete with some problems. Our IS Reps noted that conflict broke out during the meeting and that they are unsure when the microsite will be ready.

h. Life and Times Committee (Daniela) – NO REPORT

i. Programs Committee (Sanjin) – NO REPORT

j. Committee on Standing (Simren) – NO REPORT

7. Reports by Executives:
   a. President (Jessica)
      i. Exit reports and shared drive documents: All council members must write an exit report. Representative reports may be short; they may be 2-3 paragraphs in length. Committee and Executive reports will be longer. Since council members' exit reports will be given to the respective new council members, it should contain information such as main issues, meeting frequency, future plans, etc. Jessica suggested writing as if council members could go back in time and tell themselves everything they would need to know about the position. For example, the Social Committee could discuss the events that occurred during the year as well as any major recommendations for future. If there are any questions about the report, please email Jessica. She stressed the importance of the exit reports; unless MISC's activities are documented, this knowledge will be gone because many council members are graduating soon. Deadline for exit reports will be our next council meeting, in which council members should bring a paper copy of their report. Most positions will be filled during the spring election, so current council members can deliver the paper copy directly to their replacements. Although some positions are filled in September, members holding those positions still need to write a report. Jessica said she will send out instructions on how this will be done. If you have important documents (e.g., electronic invoices, budgets, correspondence, class reports, etc.) please put it on the shared drive in the MISC office. Executive and Chairs have access to the X-Drive. Last year's MISC's Social Committee Chairs gave a wiki to Ashley and Darrell, who have not used it. Jessica suggested putting its contents on the shared drive.

ii. Open meetings: Jessica spoke to Dean Ross last week. These open meetings should happen before March ends or during the last week of classes. These would be an opportunity for faculty to hear students' concerns, and for students to evaluate the iSchool curriculum as a whole. Despite the delay, Jessica believes these meetings may happen.

iii. Art group update:
- Quilting project: From the project's inception, there have been several respondents who indicated their interest. Currently, one artist has stayed the course, and the project—a quilt—is almost completed. The artist will submit it to the committee, which will determine a price. In April, council will vote on a motion to purchase the artwork.
- Photo canvas prints for lounge/office: Jessica would like a canvas (printed with a photo taken at the 2012 orientation BBQ) put in the lounge at cost.

Since council members needed to leave, council agreed to skip ahead to the Academic Affairs Chair's report. After Chair reports were given, Jessica continued the President's report.

Due to council members leaving, quorum was lost at 6.01pm. No votes were held after this point.

iv. Survey group update (Wendy): This committee developed a survey to identify major concerns among MI students. Wendy asked MISC members to view the draft survey (without filling it out). She asked for a copy of the MISC logo to include in the survey. Some council members who viewed the survey brought up their concerns; however, Jessica asked everyone to email her any feedback they had. As an incentive, there will be a draw for one of five Starbucks gift certificates.

v. Breaking open the safe: The safe in MISC's office requires a professional locksmith to open it; Glen Menzies cannot break it open.

vi. Green iTea recap:
- 1st year continuation?: Jessica is hoping to find a first year student who could carry this forward into next year. She has not received any response yet, but if anyone knows students interested in green initiatives, please let Jessica know.

vii. Holiday gifts for SS: Last year, MISC purchased holiday gifts for Student Services and the Bissell custodial staff. This year, Jessica forgot to make these purchases in December. Instead, Jessica ordered a gift basket from Edible Arrangements for Student Services to be delivered in April. Given the time of year (not holidays!) and her own time stress, she decided it was not necessary to give anything to custodial staff, but council members disagreed with this.

viii. Meeting with the Vice Provost: Jessica will meet with Cheryl Misak (whom Dean Ross reports to) during the first or second week of April. Jessica reminded council that the Vice-Provost's office used to provide matching funds for the TF, but this is no longer the case. Jessica will bring this up at their next meeting.

ix. Constitution changes postponed: Last year's President suggested changes to the Constitution; however, Jessica does not have enough time to have these

approved by next month. She will make the changes to the constitution in her capacity as FC rep over the summer months.

b. Vice President (Laura)
   i. Anti-Calendar meeting: This GSU group agreed upon what they wanted in the first headings in the Anti-Calendar. This is still a work in progress, which will continue in the next meeting.

c. Secretary (Alexandra)
   i. MISC's spring elections: Nominations opened yesterday and are open for two weeks until March 28th. All students are encouraged to nominate themselves or a friend to run for 2013-14's council. Alexandra thanked those who volunteered for table-monitoring on April 4-5, and will provide instructions closer to voting days (April 3-5).
   ii. Teaching award: Alexandra contacted FI's Communications Officer Kathleen O'Brien about how FIAA's awards are made. Kathleen designed the FIAA's certificates herself and purchases frames from a local store. She also has U of T crest stickers to place on the certificates, Alexandra would like to purchase an 8x10" graduation portrait frame for the award because it contains the official U of T crest; however, she wanted to know if MISC could afford it. Sanjin said that MISC's executive budget could cover the expense.

d. Treasurer (Sanjin):
   i. Moving banks: Sanjin intends to move the MISC's account between April 3-11 due to difficulties with the account's management; however, this could be passed on to the next treasurer.

e. Webmaster (Mari)
   i. New site progress: Mari will be finished very soon, and will be completed by the next MISC meeting.
   ii. New pages for elections: The nomination forms for elections (and the teaching award) are up on the MISC website.

8. Reports by Committees:
   a. Academic Affairs (Allison)
      i. Student evaluation committee update: The committee finally has questions that everyone has agreed upon. The new system should be ready for the summer term's evaluations. The system will be, by default, opt-in; instructors would have to opt-out if they do not want their results shared.
      ii. Midterm class rep reports: These are trickling in. Allison has been emailing instructors every two weeks to ask their students to sign up as class reps. Jessica suggested to Allison to talk to Kelly Lyons about it. Jessica noted that some faculty approved of the change to mid-term reporting during the last FC meeting. Ashley asked if MISC could appoint a team of people to visit classrooms at the beginning of each semester to ensure they appoint class reps, assuming this problem continues. Someone noted that last year's Chair did not have this

problem. Mari suggests the next Academic Affairs chair try this strategy for the fall (i.e., conduct a doodle poll and ask MISC council members to speak to each class at the beginning of the year).

b. Professional Development (Pam and Kim) – NO REPORT

c. Social (Ashley & Darrell)
   i. Open mic night advertising: Ashley asked Allison whether Class Reps announced the Open Mic Night event; they did The final open mic night will be held on March 20th. Ashley asked MISC members to promote the event because it is the last one of the year. She encouraged MISC members to attend and give the Social Co-chairs feedback about it.
   ii. End of year party: All year, Ashley and Darrell had planned to share the end-of-term party with the MSGSA. Unfortunately, MSGSA pulled out before the planning meeting. As a result Social's budget changed, and now they are seeking last-minute venues. Currently, the Bedford Academy is the only option because many places in Toronto are inaccessible. Bedford Academy is the only accessible place given its cost and size; however, they felt the space was too small for last year's party and Social would like to see more attendees this year. They approached the ROM and AGO, but these venues were too expensive. Pilot and the Bata Shoe Museum were suggested as alternate venues.

d. Merchandise (Nonna)
   i. Reallocation of water bottle budget: Since more water bottles cannot be ordered before the new council begins, Nonna has prepared documents for next year's Merch Chair.
   ii. Hoodie sales: Nonna reported that sales went well; 30 hoodies were sold! She thanked everyone who helped. If students still want a hoodie (but do not have the money today), they should email Nonna.

9. New business: None.

10. Motion to Adjourn: Mari
     Seconded: Ned
     Vote: Passed— Unanimous.

Carried at 6.13pm.