University of Toronto – Faculty of Information
Master of Information Student Council
June 13th, 2013; 4:00-6:00pm
Student Lounge, 7th Floor, Claude Bissell Building

Agenda

Present: Laura DeVouge, Gillian Eguaras, Octavio Escalante, George Raine, Kyra Folk-Farber, Alia, Ahmad, Mary Gu, Hannah Loshak
Official Regrets: Jessica Samuels, Ned Struthers, Kim Pham, Sean Hayes, Katrina Cohen-Palacios, Laura Chuang, Mari Vihuri
Absent: Brooke Windsor

The meeting was called to order with quorum established at 4:12 pm

1. Approval of Agenda

      Motion: Approval of April Agenda
      First: Gillian
      Second: Alia
      Vote: Passed -- Unanimous

2. Reading and Approval of the Minutes

3. Business Arising from the Minutes

None

4. Reports by Committees:
      a. Academic Affairs (Alia)
            i) Summer class rep status: Update. Alia reported that there are 5 classes, 3 reps, and that one person is the class rep for two classes. There is currently one class rep missing for the practicum course. Alia will be attending the class meeting scheduled on June 17th to make sure there is a class rep. Alia offered to volunteer if no one in the class offered.
            ii) Proposals: Alia and Octavio have been discussing how to get more comprehensive results from the class reps. From recommendations from the previous MISC and discussions with current council members, some ideas were generated to increase the class rep's engagement: gift cards, a 'Hall of Fame' section, or a pizza meeting. Concerns and reports could

be worked on at the meeting. If there were gift cards, they would amount to about $25 each. Hannah would have to make a Hall of Fame section on the website. Octavio asked Hannah if it would be difficult to create a new page. Hannah replied that there was already a page on the website where the class reps were listed. Octavio mentioned that he thought of a history of class reps. Regarding the gift cards, Hannah said that if the gift card program is going to continue during the year, it would be expensive. Alia said that a tea or a pizza party would be cheaper but that, a pizza meeting might be harder to coordinate during the year. Octavio said that during the year it would cost about 1,000 dollars for about 40 classes. Octavio agreed that it would be a lot of money, but also added that class reps were one of the biggest problems last year. We are aiming for people to submit their reports. Mary mentioned that if people entered their reports there could be a draw and a prize. Octavio agreed that this was a good idea. There could be an event hosted in the summer. The event would be open to the whole class to discuss class issues. There could be a raffle for those that do show up to the meeting. Doing this in the summer could be a test run. Mary mentioned that it might be difficult coordinating such an event in the summer and that we could have class rep reports online instead of having students print it and hand it in. Alia wanted to know how many people would actually come. The money might change depending on how many people would come to a pizza meeting. Laura D. wanted to know how this would go during the year with so many classes. Octavio said we could try it out in the summer to see how it works as a test run.

> Motion to approve the expenditures for academic affairs for a meeting with class reps and the academic affairs committee totaling $120 dollars. The amount would be spent as listed below:
> - 70 dollars for pizza and refreshments during the meetup
> - 50 dollars for 5 gift cards worth 10 dollars
>
> First: Alia
> Second: Hannah
> Voted: Passed -- Unanimous

b. Professional Development (PD) (Kim)

i) Resume Critique Clinic numbers (see report attached): Octavio said that Kim sends her regrets, but did send in a PD report. About 25 people sent in their resumes, and that they are currently being reviewed and critiqued. This is a great opportunity to network, and get a CV reviewed. Another idea Octavio discussed with Kim is to have Isidora have one-on-one meetings. Isidora offers volunteer opportunities. One records management

student volunteered during the winter term, then was offered a full time paid job for the summer. The PD and Octavio are in the process of getting approval from Isidora for office hours to get them reviewed. Kyra thought this already happened. Octavio said that this was not well advertised and promoted, but it should be because it is a valuable service. During the last MISC survey, the most important task that students perceived was the PD. This highlights the importance of this initiative.

c. Social (Mary & Jessica)
i) MISC Social: It was a good way for people to get to know each other informally. Another will be planned closer to September. Octavio said that he had a great time and this was valuable for MISC.
ii) Welcome BBQ: Mary and Jessica are starting to look at caterers for welcome BBQ.
iii) Mary asked for ideas for future events. The Social Committee is open to ideas from students.

d. Merchandise (Gillian) –
i) FIAA Reunion Sales & Convocation Sales Update. The sales were good. The shot glasses and pins sold well.
ii) Possible Pin Slogans & Potential Merchandise Purchases: Alumni noticed that the pin slogans were getting old. Suggestions for new slogans are welcome. Octavio mentioned that this could be put in the next MISC digest, and students could be sent in. Kyra suggested there could be a slogan contest. Octavio said that there were no IS&D slogans. Part of budget could be allocated for a merch contest. Laura D. mentioned that each stream could be part of the contest so each would be represented.

5. Reports by Executives:

a. President (Octavio)
i) Welcome. Octavio welcomed everyone to the first meeting of the 2013-2014 student council. *(The welcome happened at the beginning of the meeting)*.
ii) Exit reports and shared drive documents (Transition status): The President said that most of the documentation that has been passed on to the new council members. Some people haven't had a chance to meet, but he made sure the documentation was passed on. Alia didn't get a chance to meet her predecessor, but Octavio made sure she received the information she needed.

iii) Signing authority transfer for MISC account – Done: Octavio said that we have access to the MISC bank. We have about 24 000. Traditionally, about 20 000 has been kept in as a "reserve fund". Those resources are not getting interest. It was suggested by the previous council that we spend more money. Usually about $20 000 are spent each year. Last year the expenditures were about 100 off of the planned budget. Any initiatives that can help students should come to council's attention because we have the resources.

iv) Survey group update (Kyra and Jessica): We're trying to analyze the results from the survey. So far, the results show that the most important thing for students was PD.

v) Outstanding instructor award: Last years' secretary organized a contest to nominate a faculty member. This year Prof. Dali received her award during the convocation reception. This puts out resources into good use. We are thinking about having awards for students.

vi) Budgets, grants, awards: We are thinking about student awards for research or similar activities. This money could be sponsored -- we are doing this with the students' initiative fund. The last year's budget destined for student initiatives was nearly $5000, and the money was not entirely spent. More effort will be put into spending this money.

vii) GSU representative nomination: There was no nomination in the Winter semester. There is a position available. If we wait until the fall the position will be voted on by the entire MI student body. If there is a nomination before the fall election, it could be voted within the MISC.

viii) Open meetings: Octavio had an interesting meeting the Dean. He tried to tie up ends left with last years' student council. One of the main topics during the meeting was the changes within the iSchool. Octavio recalled that the strongest forces that led to changes regarding the core classes were open meetings. A new idea that was posed is to have open meetings by concentration to express ideas/issues in each stream. As Jessica mentioned in her exit report, course evaluations give the opportunity to talk about one class, whereas open meetings give an opportunity to talk about the program as a whole. The Dean expressed his support to the open meetings. Dates will be allocated for those meetings in the near future. Octavio will be meeting with the Dean a few more times before the semester starts to talk about open meetings and other ideas.

ix) Meet Isidora: This was discussed during the PD committee report. It was reiterated that this was a good idea for students to meet with her.

x) Tech Fund Referendum validated by the UAB: The Tech Fund has been validated for the next 2 years. It will stay at $62.50, and $37.50 for

full and part time ($25 for tech fund and $12.50 for MISC). The Tech Fund is important, but if there ideas for tech purchases, please submit the ideas to the tech fund reps.

xi) Skills/job-market-requirements report and meeting with the Dean: A report was previously made, and initially the iSchool said it was committed to produce a second report. They analyzed about 1000 job postings, and found skills that were needed in the job market. The skills were supposed to be translated into an index -- what is needed in the job market and what is offered at the iSchool. They also cancelled the publishing of the initial document because the research methodology was not correct. As such, a second study was suggested. During the meeting with Octavio, the Dean said that Isidora does not have the time to produce another report. An idea presented by Octavio is that students can produce a report with a sound methodology. Octavio said that it is also the iSchool students' responsibility to be aware of what is needed in the job market, and it is also good for the iSchool to be aware of the need for technical and theoretical skills. The difference between our program and programs like Syracuse's elective "technical courses" (e.g. Natural Language Processing) were discussed. It was also noted that it is difficult to keep up with technological change. Laura C. *(who participated in the meeting via Google doc)* asked that if the students produced a report, would any of the faculty trust our methodology to be any better? She voiced her concern that they'd simply believe us to be confirming a previously held bias. Hannah said that we could look at other iSchools successfully offering those classes. Octavio reiterated that it is important to have a report that shows what is required versus what is available. Kyra mentioned that if we do this, it would have a bias -- we will be taking skills in the workforce versus what is taught here. However, Kyra said that this would be a valuable study offering important data. Octavio said that this would be a positive initiative, beneficial for the iSchool and its students. We could also jointly do the research this with a faculty member, or with input from the faculty. Kyra wanted to know what was bad about the methodology of the previous study. Octavio answered that based on the communication with the Dean, 1000 job applications were not enough, and that they based the report solely on the job applications that were on the iSchool's Careers website. Laura D. suggested putting together a committee to come up with a better methodology, and have student and faculty work together. Octavio said that there would be a Tech Week during Reading Week. Currently, to Octavio's knowledge, there is no committee for PD at the Faculty Council. Laura C *(via Google)* asked if this would be like a faculty committee for

PD. She felt like the issue with the proposal to create a committee is a lot of faculty she talked to have told her that Isidora is the PD resource. This might be better if it were something students worked on with her, while calling upon specific faculty members (Galey or Grimes for research methodology) for assistance. Striking another committee might just end up in a standstill. Octavio replied that the committees in the iSchool would have more strength than individual student ideas. Hannah said that getting Isidora involved would be key. Faculty might be important because they have knowledge about other institutions. Octavio will bring up the idea of a committee with Mike McCaffrey tomorrow during a meeting tomorrow.

xii) Sharing the MISC Office: The Dean has asked us to share the MISC office with Museum students. It is a problem that we do not know who most of the people are and sharing the office could be a way to open communication with their student council. They also want a file cabinet installed and will take away the couch. Laura C. *(via Google)* said that we actually do have room for an extra (small) file cabinet next to the couch. She has been trying to contact to Glen Menzies about this and he's started replying to her emails. Octavio said that it would mostly be used for a storage space. Mary asked what the Museum council wanted, because we heard from the Dean, not the students. The President of the Museum student council should be at faculty council tomorrow and Octavio so Octavio can discuss this matter with her.

b. Vice President (Vacant) – NO REPORT

c. Secretary (Laura D.)
   i) Spring election: Laura congratulated everyone on winning the election.
   ii) Instructor award: results and future voting system. Laura D. asked for feedback on the voting system. Everyone agreed that we should continue using ROSI and paper ballots. Octavio spoke to the Vice-Provost who suggested that a ranking system could be used. For example, full-time students could be given 1 vote, and half-time students would be given half a vote. Hannah doesn't necessarily see the point for our program. Octavio thinks that this might dissuade people from voting. It could also be implemented on the system, but we may never use it.
   iii) Cleaning out the fridge: Laura suggested a system whereby people sign up to clean up the fridge for gift cards. Octavio said that that the constitution be changed so that it is not solely the job of the secretary. Laura suggested that two people a month be given gift cards starting in July. One person could clean the fridge and one could clean the coffee

machines and the electric oven each month. Each person would get a gift card worth ten dollars.

> Motion to start a fridge cleaning system. The approved expenditure would be of $40 dollars, $20 dollars for July and $20 dollars for August. Gift cards worth $10 dollars will be purchased and given to people who help cleaning the lounge.
> First: Laura
> Second: Octavio
> Vote: Passed -- Unanimous

d. Treasurer (Laura C.)
> i) Start of year balance: Discussed in the President's report
> ii) Proposal of deadline for submitting committee budgets: Laura C. *(via Google)* that since we've all been in our positions for about 1.5 months now, she suspects that we've had plenty of time to think about what events you'd like to have/host/fund over the next academic year. As such she wants the budgets by July 9. Laura said she was going to send everyone an email tonight so that we'll all have her email address. She also said that she will be happy to provide weekly reminders until the actual due date.

> *(passed later in the meeting)*
> Motion for budget submission deadline to be set for July 9th
> First: Octavio
> Second: Kyra
> Vote: Passed -- Unanimous

e. Webmaster (Hannah)
> i) Call for outstanding council member page information: Hannah said that almost everyone has sent in their information. She is still waiting for Katrina and Gillian to send in theirs. She thanked everyone who sent it in. The changes can be sent in during the year. All the pages are being back-saved for portfolios, resumes etc.
> ii) Updates for individual pages from committees. Hannah wants the council to think about pages for projects. Also, calendars need to be updated. Current projects page can be used for committees working on their projects: for example, the fact that we had the survey, results, concerns about course enrollments, council wins.
> iii) New form and guidelines for submitting MISC digest items: There is a lengthy blurb about how to submit things. We're going to try and make this

into a Google form to make it less than a text blurb. This way, we can get the information that we need for the digest.
iv) Merch e-Shop: Hannah and Octavio are thinking about an e-shop for MISC merch. Hannah said that with Drupal it is easy to install.

6. Reports by Representatives:
   a. Alumni Association (Mari) – NO REPORT
   b. MISC-MSGSA Liaison (Katrina) – NO REPORT
   c. Admissions Committee (Kyra) – NO REPORT
   d. Faculty Council (Octavio et al)
      i) Concern: Teachers can opt out from publishing their student course evaluation results: Jessica Gallinger (previous president) and Octavio asked why the teachers could opt out of publishing their results. The main argument was that there could be a health issue with the teacher that should remain private. Instead of working on changing this policy, the Student Council will give more importance to class reps as a way for students to provide feedback to the iSchool on each course. Laura D asked why health issues were related to course evaluations. Octavio said that they might not respond to emails quickly because of a health problem (illness, hospitalization, etc.), and that this would reflect in poor course evaluation results from students. Professors can only opt out before they see the results. Kyra asked if the professors were against publishing their results. Octavio said the default will be for the results to be publicly available, but they can opt out. This last argument was strongly stressed by faculty council member Kelly Lyons, highlighting the good will from faculty members.
      ii) Dates to be proposed for Faculty Council committees: Dates are being set up for committees and the dates can be looked at online. Octavio said that if there are any questions or concerns to contact him about the dates. There have also been dates set for committees for our student council as well that are available online:
      http://www.ischool.utoronto.ca/system/files/user/108/key_events_and_meetings_2013-2014_rev.june_11.pdf.
      iii) IS Task Force report: Concerns and endorsement from FC: The Inforum report was discussed (i.e. Two-thirds of the collection would be sent away, hackerspaces, group spaces). The FC endorsed the proposal. They have appointed the info services committee to start implementing these initiatives. One of the main concerns is that the LIS voice was not heard, for example, about preservation, records management etc. Most students are in the LIS concentration, and this is an issue. Perhaps our reps could bring up those ideas and concerns. Some ideas might have to

be adapted. Laura D. asked if this could be discussed during the meeting. Octavio said yes, and to contact Laura C. and Ned with concerns as well.

e. Graduate Students' Union (Sean) (read by Laura D.)
  i) GSU Newsletter
  ii) Next GSU council meeting
  iii) If anyone is interested, they could go if interest in the GSU.

f. Student Tech Fund (Emily, David, Octavio)
  i) Transition: Octavio has been talking to Ned and Mari and the transition is going well.
  ii) PHP/MySQL workshop: Octavio said that the participation was good, and that the workshop was good. Laura D. was there and Octavio asked for her feedback. Laura D. said that it was a good introduction, but feels like it was isolated. She voiced that she felt like it was a positive experience overall, but that it was difficult to know how it these beginner skills could be incorporated into a work environment. Octavio said that these need to be blended better, and will be discussed at subsequent meetings.

g. Information Services (Laura and Ned) – NO REPORT
h. Life and Times Committee (Jessica) – NO REPORT
i. Programs Committee (Brooke) – NO REPORT
j. Committee on Standing (George) – NO REPORT

7. New business

No new business

8. Adjourn

  Motion to adjourn
  First: Laura
  Second: Hannah
  Vote: Passed -- Unanimous

Passed at 6:14 pm

Committee reports

Professional Development

The Professional Development Committee started a Resume Critiquing Service over the summer that was open to current iSchool students and those in the process of graduating. Sign-up for the service ended on May 13th and we gave students two weeks to send in a mock application that includes the job posting they would like to apply to, a tailored cover letter and resume. We then matched the application with professionals in their relevant field to provide feedback. Currently, we are in the feedback stage of the service and have not yet received any comments on this process.

Here are the results so far:

We had 45 people sign up for the service and 25 applications that were actually sent in to us.

As for the professionals, we had 21 professionals sign up:

14 in LIS (7 in special, 7 in academic, 1 in public)
5 in ISD and KMDI
1 in ARM
1 in corporate

The professionals were willing to critique on average 3-5 resumes each so we had more than enough help.

We are thinking of doing another round of the service soon if you have any thoughts on the best time for PD to offer this service again.

Academic Affairs

Budget Proposal:
Pizza Meet Up (May/June Spring Semester):
Including all five classes we will have a maximum of four reps for the Spring Semester:
1. Jennifer E. Lewis-Phillips for INF 1325 0101
2. Julia Reddy for INF 1325 0102
3. Mandissa Arlain (Maddy) for INF 2040 and INF 2145.
4. Pending: INF 2173.

Two large pizzas: $50.00
Snacks/Drinks: $20.00
Total: $70.00

Gift Cards (May/June Spring Semester):
25 dollar gift cards (from Starbucks, Second Cup or the Cadillac Fairview Mall) for all the class reps.
Four Gift Cards Total: 100.00

Alumni Association
- At the May 14th meeting, the Grants and Awards committee recommended to the executive that the FIAA not award their Outstanding Student Contribution Award in 2013. The committee felt that no single applicant met the criteria they had set out for the award. The recommendation was passed. The minutes have not been posted yet so I cannot provide a vote count, but it was overwhelmingly "yeas" with some "nays" from MMSt students/recent grads, and a few abstentions. The committee said they will be looking into revising the criteria in the future to solicit more information from applicants to inform their decision. They suggested considering requiring a faculty member or alumnus to sponsor the application.
- Next meeting is the AGM on June 20th in room 728. This is when the executive changes.

Tech Fund
- **PHP/MySQL Workshop** - We had 34 people sign up for the workshop in total, but many realized they could not commit both days and backed out. The final count of students registered was 23, which means we were able to accommodate everyone who was interested and able to attend (25 cap). We had fewer graduating students sign up than expected, so we opened it up to everyone. We ended up with 10 graduating and 13 non-graduating students.
- We had 4 no-shows on the actual workshop days, and we'll be contacting them soon to let them know they will not be able to attend Tech Fund workshops in the future.
- 10 people filled out the online survey we distributed after the workshop. Feedback was generally positive. A full report will be prepared and posted online shortly.
- There were unfortunately some technical difficulties with filming so not all of the workshop was filmed. We will do our best to post as many materials as possible online. We will also be discussing purchasing some more reliable hardware for filming our workshops at our upcoming planning meeting.