COUNCIL

2017-2018 Session – 1st Regular Meeting

AGENDA

Thursday October 12, 2017

4:00pm-6:00pm

Room 728, Claude Bissell Building

1) Call to order and acceptance of the Agenda

2) Reading of acknowledgement of traditional land statement

3) Approval of the Minutes of March 23, 2017 (attached)

4) Business arising from the Minutes

5) Dean’s report

6) Council Committees’ reports
   a) Executive Committee
      • Nominations for the 2017-2018 Executive Committee
      • Introduction of new student representatives and faculty members.
   b) Standing Committees
      • Awards Committee (attached)
      • Committee on Standing (attached)
      • Programs (attached)
      • Recruitment and Admissions
         • Master’s Recruitment and Admissions (M-RAC) (attached)
         • Doctoral Recruitment and Admissions (P-RAC) (attached)

7) Reports from Institutes
   a) McLuhan Centre for Culture and Technology
   b) Digital Curation Institute
   c) Identity, Privacy and Security Institute
   d) Knowledge Media Design Institute
   e) Technoscience Research Unit
8) Other reports
   a) Careers (attached)
   b) Communications and Alumni Relations (coming soon)
   c) Development and Advancement Initiatives (coming soon)

9) iSchool Students
   a.) MISC (coming soon)
   b.) MUSSA (attached)
   c.) DSA (attached)

10) iSchool Alumni (coming soon)

11) Other Business

12) Question period

13) Announcements

14) Adjournment
COUNCIL

2016-2017 Session – 4th Regular Meeting

MINUTES

Thursday March 23, 2017

4:00pm-6:00pm

Room 728, Claude Bissell Building

PRESENT:

Members (ex officio): Prof. Wendy Duff (Dean)

Teaching Staff: Prof. Leslie Shade (Council Chair), Prof. Periklis Andritsos, Prof. Christoph Becker, Prof. Matthew Brower, Prof. Costis Dallas, Prof. Colin Furness, Prof. Alan Galey, Prof. Jenna Hartel, Prof. Lynne Howarth, Prof. Kelly Lyons, Prof. Heather MacNeil, Prof. David Phillips, Prof. Matt Ratto, Prof. Olivier St-Cyr, Prof. Siobhan Stevenson

Professional Librarians: Ms. Lari Langford, Ms. Elisa Sze

Senior Administrative Officers: Mr. Colin Anderson, Ms. Barbara Brown, Mr. Glenn Cumming, Ms. Anna Pralat.

Associated Instructor or Sessional Lecturer:

Administrative Staff: Ms. Kathleen O’Brien

Students:

Doctoral: Mr. Curtis McCord.

Masters (MI): Ms. Chelsea Misquith, Ms. Bridget Collings, Ms. Evelyn Feldman, Ms. Sari Gutman, Mr. Ken Kongkatong, Ms. Clara Luca, Ms. Laura Marchiori, Ms. Lily Ren, Ms. Jaisie Sin, Ms. Angela Wang

Masters (MMSt): Ms. Maya Donkers

Alumni/Alumnae: Ms. Sooin Kim

External Members:
Assessors:

Observers: Ms. Stephanie Fisher, Mr. Alexander Howes

Recorder: Ms. Mary-Marta Briones-Bird

REGRETS: The President of the University of Toronto, Vice-President and Provost, Chief Librarian of the University, Dean of the School of Graduate Studies, Prof. Mark Chignell, Prof. Chun Wei Choo, Prof. Fiorella Foscarini, Prof. Patrick Keilty, Prof. David Nieborg, Prof. Micheal Petit, Ms. Rebecca Raven, Ms. Kathleen Scheaffer, Prof. Aviv Shachak, Prof. Sarah Sharma, Ms. Nalini Singh, Prof. Brian Cantwell Smith, Ms. Ronit Barenboim, Ms. Emily Maemura, Ms. Shauna Nandkissore, Ms. Claudia Palermo, Mr. Tristan Smyth.

ON LEAVE: Prof. Nadia Caidi, Prof. Nicole Cohen, Prof. Sara Grimes, Prof. Cara Krmpotich, Prof. Irina Mihalache, Prof. Seamus Ross, Prof. Eric Yu.

ABSENCES: Prof. Jeffrey Boase, Prof. Kenzie Burchell, Prof. Brett Caraway, Prof. Alessandro Delfanti, Prof. Juris Dilevko, Prof. Dimitrios Hatzinakos, Prof. Victoria McArthur, Ms. Susan Maltby, Prof. Rhonda McEwen, Prof. Cosmin Munteanu, Prof. Jeremy Packer, Prof. Alan Stanbridge, Prof. Anthony Wensley.

1) Call to order and acceptance of the Agenda
   Prof. Shade – Welcomed members and called the meeting to order. Announced the meeting as the last Council meeting for the year, the final one previously scheduled for June 8th is cancelled. Prof. Shade read the regrets.

   Prof. Shade - Called the meeting to order and requested a mover to accept the agenda. Prof. Howarth moved to accept, Prof. Stevenson seconded the agenda, all were in favour and the motion to accept the agenda was CARRIED.

2) Reading of acknowledgement of traditional land statement
   Mr. Colin Anderson read the traditional land statement.

3) Approval of the Minutes of February 9, 2017
   MOTION: Prof. Lyons moved to approve the minutes of February 9, 2017, Prof. MacNeil seconded the motion, all were in favour and the motion was CARRIED.

4) Business arising from the Minutes
   No business arising.

5) Dean’s report
   American Library Association Site Visit: The ALA External Reviewer Panel will be visiting the Faculty on March 26-28th. They will begin with a meeting with Prof. Howarth, ALA Committee Chair, Dean Wendy Duff and Ms. Anna Pralat. Throughout the visit the panel will be meeting with different groups within the faculty, from MI students, to faculty members, to alumni and employers and staff. They will also be meeting with members of the Provost’s office.

   Faculty searches: There are two searches underway, the first is a full-time continuing appointment in teaching stream in the KMIM area, and the second is a CLTA appointment in Information and Health Sciences in Translation Research to be shared with the Faculty of Medicine.
Teaching Guidelines: Prof. Lyons – A review to update the teaching effectiveness guidelines which were last revised 20 years ago. It will also better articulate the guidelines for those in the teaching stream, as well as defining teaching competence further. The guidelines will also include what is to be included in a promotion dossier. On March 30th there will be a session to receive feedback on the updated guidelines. Once that is complete the guidelines will be submitted to the Provost’s office for review, then it will return to Faculty Council and be sent for final approval to the Academic Affairs Committee.

Course Development: Dean Duff and Associate Dean, Academic Lyons will be meeting with faculty members “one on one” to discuss their upcoming teaching. There will be an exciting course around the Truth and Reconciliation Commission created by Prof. Krmpotich, as well as a course on Digital Heritage created by Prof. Dallas, both will run as Information Workshops. A number of courses are being developed on feminist culture and tech, more information to come.

Staff announcement - Would like to thank Ms. Kathleen O’Brien for her years of service to the Faculty, she is embarking on a new career pursuit. She will be missed greatly by faculty, alumni and students. A thank you event will be held on April 4th. Thank you to Ms. O’Brien for all her work with alumni and on events and communications in promoting the faculty.

Space Revitalization Working Group – The working group is meeting regularly to discuss space needs and wants in the Faculty. Renovations of the washroom are underway to transform into a universal washroom, the expected date of completion is fall 2017. Mr. Cumming – Elevator renewal will also be underway over the summer as well as the building automation project.

Digital Transformation Committee - Dean Duff – As part of the Digital Transformation Committee work, an Information Audit is being undertaken by Mr. Rob Frost. He will be meeting with staff and academic administrators.

6) Council Committees’ reports
a) Executive Committee
   Prof. Shade – The current Bylaws and Constitution are available on the new website. There are some additional changes requested by the Provost’s office that do not require governance approval and we will continue to update Council as it progresses. The Executive Committee reviewed the commitments to the TRC that were approved on Feb. 4, 2016 and ways to further implement and encourage initiatives for the plan.

b) Standing Committees
   • Awards Committee
     Prof. Ratto – The committee met on March 16th and March 23rd and reviewed and announced the winners of the Canadian Graduate Scholarship (CGS) awards, have reviewed the Ontario Graduate Scholarship (OGS), Doctoral and Masters awards. The committee decided on the recipient for the Susan Brown staff award.

   • Committee on Standing (attached)
     Prof. Lyons - Presented the Committee on Standing report.

   • Programs (attached)
     Prof. Lyons – Presented the Programs report, including the Library and Information Science (LIS) concentration Major Modification proposal being brought to Faculty Council for approval.
MOTION: The motion to approve the Major Modification to the LIS concentration within the MI Program was moved by Prof. Stevenson and seconded by Prof. Phillips, all were in favour and the motion to approve was CARRIED.

- Recruitment and Admissions
  Master’s Recruitment and Admissions (M-RAC) (attached)
  Prof. Hartel – Thank you to the tremendous team, Ms. Brown, Mr. Anderson, Ms. DiBiase. Prof. Hartel presented the report. Dean Duff – Pleased to report that the international student applications are up by 50%.

- Doctoral Recruitment and Admissions (P-RAC) (attached)
  Prof. MacNeil – Presented from the report.

7) Reports from Institutes
   a) McLuhan Centre for Culture and Technology (attached)
      Prof. Sharma has sent regrets. The report is attached.
   b) Digital Curation Institute (attached)
      The report is attached.
   c) Identity, Privacy and Security Institute (attached)
      The report is attached.
   d) Knowledge Media Design Institute (attached)
      Prof. Chignell has sent regrets. The report is attached.

8) Other reports
   a) Careers
      Mr. Alex Howes was introduced as the new Career Officer for the Faculty. Please contact Mr. Howes for co-op opportunities and placements. He will be also working on the networking group and Career Complex.
   b) Communications and Alumni Relations & Development and Advancement Initiatives (attached)

9) iSchool Students
   a.) Master of Information Student Council (MISC)
      Ms. Misquith updated the Council on initiatives and events of the last few months. The election of the new MISC executive will occur later in the month. The Council thanked Ms. Chelsea Misquith, outgoing MISC President and the 2016-2017 MISC Representatives for their service in the past year.
   b.) Master of Museum Studies Student Association (MUSSA) (attached)
      Ms. Donkers presented the MUSSA report. The Council thanked Ms. Maya Donkers, outgoing MUSSA President and the 2016-2017 MUSSA Representatives for their service in the past year.
   c.) Doctoral Student Association (DSA) (attached)
      Mr. McCord presented the DSA report. The Council thanked Mr. McCord and the DSA members for their service in the past year.

10) iSchool Alumni (Faculty of Information Alumni Association)
Ms. Sooin Kim – The FIAA held a meeting on March 8th. The job shadowing program is underway with still many spots available. The volunteer appreciation event is coming up on March 29th at the Duke of York.

Discussion is underway for broadening alumni networks outside of the Greater Toronto Area. The FIAA will be working with the Ontario Library Association (OLA) to pilot the outreach initiative this coming spring.

11) Other Business
Dean Duff – The Archival Education and Research Institute (AERI) is having its annual conference at the Faculty in July 2017. It will be an exciting line-up, the keynote speakers include, Mr. Raymond Frogner, Director of Archives for the National Centre for Truth and Reconciliation. The conference runs from July 10-14, 2017.

Dean Duff – Coming up in April is the conference banquet celebrating 20 years of the Archives and Records Management (ARM) concentration, the conference runs April 26-28, 2017.

Ms. Brown – The branding exercise is well underway, thanks to all the faculty members who provided feedback on the narratives. Look out for fantastic swag items such as branded socks and scarves in the near future.

12) Question period
No questions.

13) Announcements
Reminder of the upcoming Art at Bissell exhibition Rewired being showcased in April 2017. The exhibition features work by artists whose practices focus on the intersections between people, digital technology, and information, alongside the iSquare Project by Prof. Jenna Hartel, REWIRED will contribute to the conversation about human-technology interactions forged by the overwhelming flow of information.

14) Adjournment
Prof. Ratto motioned to adjourn the meeting, Ms. Misquith seconded the motion and the meeting was adjourned.
Faculty of Information
Awards Committee
Report to Faculty Council
October 2017

Committee Membership
Prof. Eric Yu (Chair), Prof. Lynne Howarth, Barbara Brown (ADRSS), Prof. Leslie Shade (Chair of Council), Prof. Jenna Hartel, Prof. Wendy Duff (Dean).

Committee Activity
The Awards Committee has met once since the last Faculty Council meeting and has set a general agenda for future meetings as follows.

Schedule of Meetings 2017-2018

<table>
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<tr>
<th>Date</th>
<th>Brief Agenda</th>
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<tbody>
<tr>
<td>Thurs Oct 12, 2017, 1:00PM</td>
<td>NSERC Doctoral Ranking iConference Best Dissertation Award</td>
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<tr>
<td>Thurs Oct 19, 2017, 2:30PM</td>
<td>SSHRC Doctoral Ranking Trudeau Doctoral Ranking</td>
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<tr>
<td>Thurs Nov 16, 2017, 1:00PM</td>
<td>Faculty Bursary Allocation Doctoral Completion Award – Fall/Winter 2017-2018 Allocation Gordon Cressy Student Leadership Awards Ranking Winifred Barnstead Scholarship Florence Partridge Scholarship Grace Buller Aboriginal Scholarship George Locke Scholarship Dean’s Advisory Board Prize Scholarship in Public Librarianship</td>
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<tr>
<td>Thurs Nov 30, 2017, 2:00PM</td>
<td>U of T Women's Assoc Adele Csima Scholarship Mildred Adams Bursary Paul Cham Po Sum Bursary Rose Chan Wong Chi Chiu Scholarship Delmar and Audrey Cobban Bursary Denie Memorial Scholarship iSchool Anniversary Bursary Mary Freeman Scholarship Elizabeth McCullough Scholarship Eszter Turchanyi Memorial Bursary</td>
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Committee Decisions and Actions

1. Review of Bylaws and Committee Mandate
   a. The committee reviewed the mandate as written in the bylaws. No changes were proposed.

2. Preview of Faculty Bursary Application Process
   a. The Awards Committee discussed the UTAPS changes for the 2017-2018 academic year, and discussed the establishment and administration of a new faculty bursary in place of the disbanded UTAPS fund.
      i. The Awards Committee will discuss the creation of a new award record for a general Faculty bursary that will be distributed based on students’ level of unmet need as defined by OSAP and as evidenced by data received from Enrolment Services.
      ii. The disbursements from this fund will be used to meet the Faculty’s obligations under the University of Toronto’s policy on student financial support.
      iii. Students will be invited to complete a single Faculty online application which will be used to determine eligibility for Faculty named bursaries, the new general bursary, and other Faculty awards throughout the year. This replaces the need for multiple paper application forms.
      iv. The Awards Committee will then use unmet need data combined with the online application to match students with appropriate awards.
      v. It was noted that upper-year and incoming students will both follow the same process, though upper-year students are still eligible for UTAPS this academic year.
3. **Doctoral Completion Award – Summer 2017 Allocation**
   a. The Awards Committee disbursed funds from the Doctoral Completion Award to four students. Total support is in the amount of $5,500.00.
   b. The Office of Student Services is advising eligible students that they can apply to the upcoming Fall-Winter DCA round.
   c. In future, applications to the DCA will be invited once per year in the Fall term and disbursements from the DCA fund will be communicated to students in this term for the entire academic year. This will give PhD students the ability to plan with greater accuracy the amount of funding that will be available to them in any given academic year.

4. **2018-2019 SSHRC Vanier Award Ranking**
   a. The committee did not nominate an application to move forward in the 2018-2019 Vanier Doctoral Scholarship competition.
   b. The Awards Committee will work with the PhD Recruitment and Admissions Committee and the Office of Student Services towards the creation of a Vanier recruitment strategy to be implemented in Summer 2018.
Faculty of Information Committee on Standing Report – October 12, 2017

Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Committee on Standing

Since the last meeting of Faculty Council (which was on March 23, 2017), the Committee on Standing has:

- **The sub-committee on Doctoral Matters has:**
  - Reviewed and commented on 46 Annual Progress Reports
  - Reviewed and approved part of a third extension (four months) (recommended to SGS), part of a fourth extension (six months) (recommended to SGS), part of a fourth extension (four months) (recommended to SGS), and part of a first extension (six months)
  - Saw 6 doctoral candidates successfully defend their theses (and two more will defend this term); also worth noting is that every member of the 2014 cohort successfully achieved candidacy within the 3-year timeframe and every member of the 2-year cohort completed their Qualifying Exams.

- **Approved the Thesis Title and Supervisory Committees (or changes) for the following doctoral candidates:**
  - **Student:** Alexander Cybulski
    - **Doctoral Thesis title and Committee**
    - Thesis title: “Copypunk – Videogame Hackers, Copyright and the Control of New Media”.
    - **Supervisory Committee:** Prof. Sara Grimes (Supervisor), Prof. Alessandro Delfanti (Member), Prof. Alan Galey (Member)
  - **Student:** Ava Lew
    - **Doctoral Thesis title and Committee**
    - Thesis title: “Unanticipated Uses & The Cyclical Reshaping of Platforms”
    - **Supervisory Committee:** Prof. David Nieborg (Supervisor), Prof. Alessandro Delfanti (Member), Prof. Olivier St-Cyr (Member)
  - **Student:** Jamila Ghaddar
    - **Doctoral Thesis Title and Committee**
    - **Supervisory Committee:** Prof. Nadia Caidi (Supervisor), Prof. Fiorella Foscarini (Member), Prof. Jens Hanssen (Member), Prof. Eve Tuck (Member)
  - **Student:** Jack Jamieson
    - **Doctoral Thesis Title and Committee**
    - Thesis title: “Contesting, co-opting, competing, and compromising with platforms: The Independent web from values to execution”
    - **Supervisory Committee:** Prof. Rhonda McEwen (Supervisory), Prof. Nicole Cohen (Member), Prof. Matt Ratto (Member)
  - **Student:** Emily Maemura
    - **Doctoral Thesis Title and Committee**
    - **Supervisory Committee:** Prof. Christoph Becker (Supervisor), Prof. Heather MacNeil (Member), Prof. Alan Galey (Member)
  - **Student:** Rebecca Noone
    - **Doctoral Thesis Title and Committee**
    - Thesis Title: “From Here to There: Drawing Directions and Visualizing Situatedness in the Age of the Ready-Made Digital Map”
    - **Supervisory Committee:** Prof. Jenna Hartel (Supervisory), Prof. Matthew Brower (Member), Prof. Irina Mihalache (Member)
  - **Student:** Mark Sedore
    - **Doctoral Thesis Title and Committee**
Thesis Title: “Vlogs and Blogs Shaping Identity: A Medium Theory Approach”
Supervisory Committee: Prof. Leslie Shade (Supervisor), Prof. Seamus Ross (Member), Prof. Sarah Sharma (Member)

- **Student:** Vik Pant

Doctoral Thesis Title and Committee
Thesis Title: “A Modeling Framework for Analyzing Interorganizational Coopetition”
Supervisory Committee: Prof. Eric Yu (Supervisor), Prof. Kelly Lyons (Member), Prof. Chun Wei Choo (Member)

- **Student:** Heidi Overhill

Doctoral Thesis Title Change
Thesis Title: “Conceptualizing the Western Domestic Kitchen as a Site for ‘Information’”
Unchanged Supervisory Committee: Prof. Lynne Howarth (Supervisor), Prof. Costis Dallas (Member), Prof. Elizabeth Legge (Member)

- **Student:** Trish Adamson

Doctoral Thesis Title and Committee
Supervisory Committee: Prof. Lynne Howarth (Supervisor), Prof. Chun Wei Choo (Member), Prof. Patrick Keilty (Member)

- Approved the following MI and MMSt Thesis Proposals:
  - **Student:** Kristen McLaughlin (MMSt)
    MMSt Thesis Title: “Close to Home: The Impact of Alberta’s Local Museums on Canada’s Cultural Landscape”
    **Supervisor:** Prof. Cara Krmpotich, **Second Reader:** Prof. Siobhan Stevenson
    (Ethics approval required)
  - **Student:** Jaisie Gi-Zin Sin (MI)
    MI Thesis Title: “Effectiveness, Usability, and Acceptance of Virtual Agents Versions of Family Doctors by Older Adults”
    **Supervisor:** Prof. Cosmin Munteanu, **Second Reader:** Prof. Oliver St-Cyr
    (Ethics approval required)
  - **Student:** Nicole Stradiotto
    MI Thesis Title: “Supervisor Models of Expertise in the Canadian Science-Advocacy Movement”
    **Supervisor:** Prof. Alessandro Delfanti, **Second Reader:** Prof. Alex Hanna
    (Ethics approval required)
  - **Student:** Sydney Stewart Rose
    MMSt Thesis Title: “The Future of the Past: Third-Party Heritage Preservation Interventions and 3D Printing”
    **Supervisor:** Cara Krmpotich; **Second Reader:** Seamus Ross
    (No Ethics Approval Required)
  - **Student:** Sharly Chan
    MI Title: “r/theredpill: A Mixed-Methods Discourse Analysis of Men’s Social Movements on Reddit”
    **Supervisor:** Prof. Patrick Keilty, **Second Reader:** Prof. Alessandro Delfanti
    (No ethics approval required)
  - **Student:** Erin Canning
    MI & MMSt (CRO) Thesis Title: “Feelings as Facts: Affective Metadata in Art Museum Collections Information”
    **Supervisor:** Prof. Costis Dallas, **Second Reader:** Prof. Cara Krmpotich
    (Ethics approval required)
- **Approved the following (May and September):**
  - 9 first coursework extensions (in some cases the extensions were in more than one course for a single student)
  - 9 late withdrawal from a course without penalty (recommended to SGS)
  - 9 second coursework extensions (recommended to SGS; some with additional conditions such as limits on the number of courses that can be taken; in some cases the extensions were in more than one course for a single student)

- **Denied the following (May and September):**
  - 2 late withdrawals from courses without penalty
Faculty of Information Programs Committee Report – October 12, 2017

Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Programs Committee

Activities since the last Council meeting (which was on March 23, 2017).

The Programs Committee approved the following and bring them to Faculty Council for Information:

- Approved the formation of an MMSt Working Group to review Curriculum and Learning Outcomes
- Approved changes to the following existing courses:
  - INF2135H Evidence-Based Health Care for Librarians: The course description was updated with a more appropriately broad course description.
  - INF2103H Name change from “Diplomats and Genre Theory” to “Recording Keeping Cultures” The new title better reflects the focus of the course. Diplomats and genre theory will still be two important components of the course content; however, they will be used as methods to analyze organizational cultures and the ways in which recordkeeping is performed in different cultures.
- Approved the following new courses:
  - INF3910Y Workplace Project (new required course executive option in ISD)
  - INF1321H Representing, Documenting, and Accessing the Cultural Record (new required course in LIS)
  - INF1323H The Information Experience (new required course in LIS)
  - INF1322H Communities and Values (new required course in LIS)
  - INF1324H Systems and Infrastructures (new required course in LIS)
- Approved the following new special topics courses:
  - Special Topics in Information Studies Course: Platform Politics
  - Special Topics in Information Studies Course: Libraries, Archives, Museums: Intersections and Tensions
  - Special Topics in Information Studies Course: Digital Archive Ethics and Practices for Minoritized Materials
  - Special Topics in Information Studies Course: Feminist Culture and Technology Special Topics in Information Studies Course: Digital Capitalism and Labour Special Topics in Information Studies Course: Database and Narrative
  - Special Topics in Information Studies Course: Designing for Knowledge Work
  - Special Topics in Museum Studies: Foundations in Visitor Research
- Reviewed and Approved:
  - The 2017/2018 Programs Committee Plan (a living document that will guide our planning for the year) (see attached)
  - The iSchool Policy on Defining Student Learning Outcomes in Course Syllabi
  - The Faculty of Information Programs Committee Guide for Planning and Procedures
- Reviewed and will Revisit:
  - The iSchool Guidelines & Procedures for the Student Evaluation of Teaching in Courses (these will be brought to the Faculty Council for approval)
**2017/2018 Programs Committee Plan**

The following table highlights the planned tasks and expected timing for each; it is not meant as an exhaustive list of agenda items for each meeting of the Programs Committee. It is expected that additional tasks will be brought forward throughout the year and added to the agendas for each meeting.

**Note:** some proposed major modifications may not proceed; some may actually be minor modifications but we include all possible major modifications for planning purposes.

**Last Updated:** October 5, 2017

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<th>Faculty Council</th>
<th>Planned Tasks</th>
<th>Notes</th>
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| Thursday, 14 September 2017 |                 | 1) Review of (and possible updates to) “Faculty of Information Programs Committee Guide for Planning and Procedures”  
2) Review of (and possible updates to) “Faculty of Information Guidelines & Procedures for the Student Evaluation of Teaching in Courses”  
3) Review of (and possible updates to) the 2017/2018 Programs Committee Plan  
4) Review of (and possible updates to) the iSchool policy on including SLO in Syllabi  
5) Special Topics course for the summer (MI) |       |
| Thursday, 5 October 2017 |                 | 1) Information report only                                                                                                                                                                                     |       |
| Thursday, 19 October 2017 |                 | 1) MMSt Curriculum Review / Learning Outcomes update  
2) MI minor modification to change prereqs alongside the new LIS required courses  
3) Guidelines and policy for working with institutions / companies in course work and signing of Non-Disclosure Agreements (NDAs) |       |
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| Thursday, 2 November 2017 | 1) Final review / approval of BI  
2) MMSt Curriculum Review / Learning Outcomes update  
3) Minor mod for changes in requirements for PhD program  
4) Review and updates to: “Faculty of Information Guidelines & Procedures for the Student Evaluation of Teaching in Courses” |
| Thursday, 30 November 2017 | 1) Approval of BI program  
2) Approval of: “Faculty of Information Guidelines & Procedures for the Student Evaluation of Teaching in Courses” |
| Thursday, 7 December 2017 | 1) Review of CRO / Combined Program Discussion Paper |
| Thursday, 11 January 2018 | 1) Review of Major Mod for CRO/Combined Program  
2) Review of Major Mod for new PhD concentration  
3) New course proposal in Archival Leadership |
| Thursday, 25 January 2018 | 1) Develop (review and approve minor mod) an elective (special topics) on Museums and Technology in partnership with the Ontario Science Centre for 2018-19  
2) potential iteration of Major Mod for CRO/Combined Program  
3) potential iteration of Major Mod for new PhD concentration |
| Thursday, 1 February 2018 | 1) Major Mod for CRO/Combined Program  
2) Major Mod for new PhD concentration |
| Thursday, 15 February 2018 | 1) KMD Collaborative Specialization Major Modification  
2) MMSt Major Modification  
3) Possibly other Collaborative Specialization changes |
<p>| Thursday, 1 March 2018 | 1) potential iteration of KMD Collaborative Specialization Major Modification |</p>
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| Thursday, 15 March 2018 | 2) potential iteration of MMSt Major Modification  
3) potential iteration for other Collaborative Specialization changes |
|                       |                                                                                |
| Thursday, 22 March 2018 | 1) potential iteration of KMD Collaborative Specialization Major Modification  
2) potential iteration of MMSt Major Modification  
4) potential iteration for other Collaborative Specialization changes  
5) review SGS Course De-listing List |
| Thursday, 17 May 2018   | 1) Review (for information) handbooks on different programs’ options (Student Services) |
Faculty of Information: MRAC Committee
September 28, 2017
10:30am – 12pm

Attendance: Brian Cantwell Smith (Chair of MRAC), Lauren Ash (MI Student), Evelyn Feldman (MMSt student), Prof. Olivier St-Cyr, Prof. Eric Yu, Prof. Fiorella Foscarini, Prof. Costis Dallas, Kathleen Scheaffer, Colin Anderson, Barb Brown

Regrets: Andrea DiBiase

The Committee reviewed the Recruitment Report provided by Student Services. Recommendations from discussion included:

1. Consider changing the final Open House date as it conflicts with Reading Week 2. Ensure FI tours involve Inforum staff-led tour portion 3. Review for Librarian membership on MRAC 4. Orientation workshops - if expand, then work in tandem with iSkills 5. At some point, consider a recruitment campaign for returning PhD/Master's students

Recruitment Report
1) Summary of the past year

Enrolment recap

a. Increase in applications:
b. The rate of growth has been brought to a manageable and consistent 4.5% in 2013-2014, 2014-2015 and 2015-2016.
   - 2016/17 we had 526 regular MI apps + 11 executive applications = 537 total.
   - 2017/18 we had 706 regular MI apps + 26 executive applications = 732 total.
   - This is an increase of 195 apps.
c. 2017/18: slight decrease in MMSt applications – 177, down from 187 in previous year
d. Increase in international applications – increase in applications was largely led by a big increase in international applications (132 more this year than last), though we also saw growth in domestic ones too (63 more).
e. The number of Masters/PhD applicants who are international – follow up
f. Number of students (incoming and returning) in collaborative programs:
   - BHPC: 21 (8 incoming)
   - Environment: 1
   - Jewish Studies: 4 (1 incoming)
   - KMD: 7 (1 incoming)
   - Sexual Diversity Studies: 3

g. Number of students in each concentration (report attached)
h. Number of CRO’s – 19 (incl. 3 second year entry admits)
i. Incoming ISD-Executive – 19

Recruitment recap

a. Graduate Fairs – 16 outreach events from late September into early November
b. The Faculty held the “Double Blue” recruitment campaign for a second year targeting graduates from within the University of Toronto’s undergraduate community with a ‘fast track’ applicant review process. This campaign led to a higher than normal level of interest by University of Toronto undergraduates to attend an Information Day event in both 2016 and 2017.

c. Information days: total of 541 guests attended the four info days in 2016/17, up from 496 in previous year (2015/16)

d. Reading week activities: A series of recruitment and conversion activities - 35 prospective students visited the iSchool. Activities included: iSchool tours, mini lecture, Semaphore, Inforum, Thomas Fisher tours, meet and greet, general admissions presentations

Transition events:

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<th>Transition event</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet &amp; Greet</td>
<td>51</td>
<td>65</td>
</tr>
<tr>
<td>Getting Started</td>
<td>82</td>
<td>98</td>
</tr>
<tr>
<td>Orientation</td>
<td>190</td>
<td>223</td>
</tr>
</tbody>
</table>

*Sept 6 Orientation: CRO (10); International (18); PT/ISD-E (16)*

a. Survey results – presented

table: Environmental scan – what is changing?

<table>
<thead>
<tr>
<th></th>
<th>September 2016 Intake</th>
<th>September 2017 Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>B (73%-76%)</td>
<td>23</td>
<td>2</td>
</tr>
<tr>
<td>B+ (77%-79%)</td>
<td>58</td>
<td>53</td>
</tr>
<tr>
<td>A- (80%-84%)</td>
<td>120</td>
<td>121</td>
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<tr>
<td>A (85%-89%)</td>
<td>74</td>
<td>93</td>
</tr>
<tr>
<td>A+ (90%-100%)</td>
<td>10</td>
<td>16</td>
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Admit Averages Comparison

g. New audience / student profile:
- 201 (17%) of 2017/18 applicants hold a master’s degree
- 21 (1.8%) of 2017/18 applicants hold a PhD
- B. Cantwell-Smith initiated conversation wrt recruitment campaign for PhD/Masters
- Students aged 23-25 represent the largest age category in the Program, followed by those 26-28 years old.
- The previous institutions of MI students over the past seven years are largely Ontario universities: University of Toronto, York University, Queen’s University, Ryerson University, and McMaster University.
- The number of students arriving from Queen’s has slightly increased while the numbers from McMaster and Ryerson numbers remain stable.
- The Ministry is implementing mandatory change in reference to collaborative programs to collaborative specializations
- New Brand – includes new style guide and PowerPoint presentation template
- Diploma of Advanced Study in Information Studies continues to be of (very) low interest
- New Bachelor of Information (BI) – recruitment planning underway
- Entering third year of the ISD Executive program option – review growth/future
- SAM no longer supported; need to transition to a new applicant review system by end of academic year
- UTAPS / changes to financial aid
- Hosted new student focus group - results report provided to Committee

3) The year ahead

Recruitment

- Graduate Fairs – 21 fairs this year (16 in previous year - NEW: Guelph, Trent Oshawa – both free, UOIT, University of Calgary, Mount Royal University)
- Upcoming Information Days: October 28, November 25, January 13
- It was noted that February 24 Info Day interferes with conferences attending during Reading Week; suggest changing date.
- Open House sign-up sheet to be circulated to Faculty by Andrea asap
- Meet & Greet: April 7
- Getting Started: July 14
- Weekly tours starting in October (every Tuesday) + evening tours once a month starting in October; K. Schaeffer asked that tours be coordinated with Inforum tour guides
- A series of webinars and online chats will take place from November to July (General Admissions, Student Experience & Experiential Learning, Financing Your Education, ISD-E, Collaborative Programs, PhD)

Priorities for the year

- SAM replacement
- BI - setting the recruitment stage
- Review of scholarships – competitor analysis
- Longer orientation with more transition workshops (i.e. ISD-E, programming basics, strength finder); K. Schaeffer asked that workshops be coordinated with iSkills
- Launch new brand collaterals
The PhD Recruitment and Admissions Committee (PRAC) has met once so far this year.

In collaboration with Student Services we are planning a face-to-face information session and 2 webinars for prospective applicants. The information session will take place on November 8; the webinars will take place on October 11 and November 29.

To advertise the doctoral program to prospective applicants we are preparing message templates targeted at listservs and social media platforms; Student Services staff are also preparing a brochure. We will be asking faculty members to assist us in advertising the program and information sessions by sending these messages to relevant audiences.

Admissions period: the deadline for applications from both international and domestic applicants is January 15, 2017.

Submitted by:

Heather MacNeil, Chair
on behalf of the PhD Recruitment and Admissions Committee
Colin Anderson
Christoph Becker
TL Cowan
Alan Galey
David Nieborg
Hervé St. Louis
Careers Officer Report

1. Co-op
   - 58 students obtained work placements starting in May 2017.
     - 18 students secured full 8-month placements
     - 40 secured 4-month summer placement. Of those 40, 22 had contracts extended into Fall while 8 students found new Fall placements. The remaining 10 students chose to opt out of the program for various reasons
   - Bulk of placements came from students in IS&D and UXD concentrations. Large number of ARM students were also placed.
   - This year, 73 students have applied to the co-op program. Offers are expected to be extended early November

2. Practicum
   - INF2158: Management of Corporate and Other Special Information Centres practicum course received 82 project proposals.
   - 33 students enrolled in the course

3. iSkills Career Development Workshops
   - 7 career development workshops offered to date with 167 students attending.
     - Resume & Cover letter
     - Job Interviews
     - How to Network
     - Know Your Strengths (NEW)
     - UXD Portfolio
     - Professional Communications
     - Leveraging LinkedIn

4. Events
   - Sept 25th: Knowledge Management professional Blake Melnick of the Knowledge Management Institute of Canada, provided a keynote event. There were 40 students in attendance. Arranged by Prof. Furness.
   - November 2nd: 7th annual Association Networking event in the Inforum from 5pm – 7pm. This event will host members and leaders from various professional associations in both the Information and Museums field.

5. CRM
   - Selection committee is currently reviewing/Selecting a client management system (CMS). This system will include features such as job posting functionality for external partners; practicum, co-op and internship tracking; contact database for employers, hosts and students; job shadowing; events calendar and registration track, and more.
Report to Faculty Council
12 October, 2017

Orientation Activities
MISC had our Orientation activities in the week before classes began. Our Social Committee Co-chairs, Clara Luca and Charlotte Kidd, organized a well-attended BBQ for first year MI students - with several non-Council second year students attending to volunteer and provide guidance. This was followed by tours of the iSchool and other prominent locations on campus. On Friday night, there was a pub social at the Artful Dodger for all MI students to mingle. The event was very successful - almost everyone who RSVP’d attended.

MISC Professional Development Committee Clubs and Associations Showcase
Sharly Chan, Professional Development Committee Chair organized this year’s Clubs and Associations Showcase. We saw a great turnout, with many new clubs and several students interested in creating new clubs in addition to those present. Following feedback from last year, the event was held in BL728 to increase space for student traffic.

MISC Fall Elections 2017
MISC completed the voting period for the Fall Elections this Sunday. We had a two-week nomination period again this year, but started a week later than last year. During this time, some of our Council members performed tabling to speak with interested students. Altogether, we received nominations from 6 students. 5 of these 6 students received a position on Council.

After Elections, Treasurer, 1 Graduate Student Union Rep, and all Faculty Council Representative spots unattached to other MISC Roles (i.e. President, Vice President, MRAC, and Academic Affairs) remained vacant.

As such, I am very concerned about our existence in the years following this. We perform an important integral role in the iSchool community for MI students, but cannot function without students eager
and willing to perform the associated duties. My Council is working to find ways around this in the current year with extended deadlines and instructor support. We have managed to fill 4 Faculty Council Representative spots and find a Treasurer since the election period ended, and are hoping to fill the GSU role, as well as 2-6 more Faculty Council spots by Winter term.

**Upcoming Events**

Our next meeting will be Friday October 20th in the evening. We will officially vote in the Treasurer, 4 new Faculty Council Representatives, and the second Social Co-Chair (with the potential for other students to come forward to be voted into roles between now and then).

The Social Committee has planned a Halloween event for Friday October 27. 30 interested students will be attending Friday Night Live at the ROM. We will also begin planning a Reading Week pub night, as well as the end of term social, at our next meeting.

Submitted by Amber Shortell, President
Thursday, October 12, 2017
Election Update
Elections have closed and MUSSA has an enthusiastic and hard-working Council for the 2017/2018 year! We are currently looking for a First Year Tech Fund Representative to fill our only empty space.

Event Updates
1. **Orientation**: Over the summer, MUSSA's executive members met via Skype to organize MMSt's orientation activities.
   I. **Swag Bags**: MUSSA arranged swag bags for each incoming student filled with valuable materials like agendas, pens, USB sticks (provided by Tech Fund), MMSt buttons, stress balls, pens, mental healthcare information, OMA conference information and registration forms, and information on Musings, MUSSA, and upcoming class trips.
   II. **Photo Scavenger Hunt**: MUSSA put up helpful hints around the iSchool and marked off these locations on a map of the Bissell building. On orientation day, these maps were distributed and students were encouraged to find and photograph the helpful hints outlined on the maps. These hints provided information on things like lockers, fob charging stations, classrooms, special spots in the Inforum, etc. Information such as where to get a locker and how much it costs, or where to charge your fob and where the charged fob will be necessary for entrance are just some examples that were included. The goal was for students to take photos on their phones and be able to refer back to them once school began.

2. **Merchandise**: MUSSA designed a new MMSt logo and ordered merchandise to sell to interested students and faculty. Our merchandise includes mugs, sweaters, t-shirts and homemade tote bags. We have made over $1000 in sales already. We plan to collect another round of orders once second semester begins.

3. **Homework Nights**: MUSSA has begun “Homework Nights” every third Wednesday of the month at 6 pm in room 417 for MMSt & CRO students to gather. The idea is to build a sense of community and collaboration between the first and second year students, and
also to offer a space to work or socialize with classmates. MUSSA provides colouring sheets, markers, and coloured pencils at this event should students want to partake.

4. **Class Trips:** MUSSA has received an approval from Dean Duff on our Class Trips Proposal. This year, MUSSA will be organizing three day trips throughout the school year. This way, more students will have an opportunity to partake in field trips during different times of the semester. Our first day trip will occur on Friday, October 20, to Waterloo Region Museum. Our second day trip will occur on Friday, November 10 to the Art Gallery of Hamilton and Dundurn National Historic Site, and our final day trip will occur on Friday, February 23 at Markham Museum and Varley Gallery. These trips will include gallery or exhibit tours by the Curators, collection and vault tours and talks with the Collections Managers, and an opportunity to visit museums, historic houses, and galleries that students may have never had the chance to otherwise. There will be a Class Trips Info Session on Thursday, October 5 from 12 - 1 pm in room 417.

5. **Internship Recap/Q&A Event:** MUSSA collaborated with John Summers & Elka Weinstein in organizing an event for second year and first year internship students to discuss their internships and ask questions about their placements in room 417 on Friday, September 29 from 1 - 4 pm. The event was a success, and MUSSA had multiple first year students express their gratitude for this event.

**Upcoming Business**

1. **Women in Museums Lecture:** MUSSA will be planning this lecture in second semester. Shelley Falconer, MMSH alumna and President and C.E.O. of the Art Gallery of Hamilton is a potential speaker. More details will follow at the November Faculty Council Meeting.

2. **Mid-Term Pub Night:** A number of students have expressed interest in a mid-term pub night. MUSSA’s Social Committee is in the planning stages of organizing a pub night for MMSt & CRO students this semester.

3. **Boardgames Night:** A number of students have also expressed interest in a boardgames night. MUSSA’s Social Committee is in the planning stages of organizing a pub night for MMSt & CRO students this semester.

Respectfully submitted by,

Aurora Cacioppo  
President, MUSSA  
Friday, September 29, 2017
Doctoral Student Association Report to Faculty Council October 12, 2017

On September 12, representatives of the Doctoral Student Association (DSA) welcomed the new cohort at orientation. A meet-and-greet was held afterwards, well attended by DSA representatives and upper-year PhD students, and well received by the incoming cohort. Thank you to all who attended, both orientation and the meet-and-greet.

On September 20, the DSA annual meeting and elections were held. Following this meeting was the PhD potluck hosted in the Semaphore Lab. This was also well attended and well received by the incoming cohort. Thank you to the faculty members who attended and to those who contributed to the event, and Semaphore Lab for hosting the event. Please see below for the new representatives.

As per the results of the 2017-2018 DSA elections, the representatives are:

DSA executive positions:

President: Rianka Singh  
Vice-president: Junoh Kim  
Secretary: Hillary Walker-Gugan  
Treasurer: Amy Kwan

Other positions:

CUPE representatives (2): Dawn Walker, Maya Hirschman  
UTGSU representatives (1): Jessica Lapp

Faculty Committees:

PhD Recruitment and Admissions Committee representative: Hervé St-Louis  
Committee on Standing Representative: Madison Trusolino  
Programs committee: Curtis McCord  
Academic Appeals Committee representative: Allen Kempton

DSA Committees:

Social committee: Emily Maemura, Dawn Walker, Rianka Singh  
Technology Fund committee: Brian Sutherland, Junoh Kim, Zack Batist  
Space Allocation committee: Jessica Lapp, Rebecca Noone  
TRC working group: Jamila Ghaddar, Jessica Lapp, Emily Maemura, Karen Dewart McEwen, Rebecca Noone  
Research Days Organizing Committee: Emily Maemura, Jamila Ghaddar, Karen Dewart McEwen, Jessica Lapp, Hillary Walker-Gugan, Lindsay Small, Dawn Walker
Update from the PhD Research Days Planning Committee

As a number of changes to format and timing of PhD Research Days were introduced last year, the planning committee has been working with the PhD Director and the Dean to develop the vision for this as a student-led event.

In April 2017 we conducted a survey of PhD students to understand what students want from research days, and what we could try to do differently. The main impetus for this survey was that since the event is now optional, and not required as a condition of PhD funding packages, we felt that it was important to have Research Days meet the needs of students to ensure attendance. A key finding from this survey was that students seek greater support from faculty for this event, both in terms of attendance, as well as providing a collegial, supportive environment of critique and feedback. Many respondents also stressed the importance of informal discussions and time to socialize with other students and faculty. As one respondent noted, in past the event “has been made to seem like a chore rather than an opportunity” and the planning committee hopes to re-frame the event as an opportunity to share and discuss PhD research.

In that spirit, we also asked students if they would be interested in including broader panel discussions or workshops as part of research days. There was significant interest in discussions around topics like: going through the publication process, research methods, job applications & interviews, impostor syndrome, mental health & wellness, and cultural awareness training. This led to further discussions with the PhD Director and the Dean to understand whether or not these kinds of topics fit within the mandate of research days. While it was ultimately decided that they are outside of the scope of research days, we hope the faculty will support other opportunities to facilitate these kinds of discussions.

Due to these extended discussions of the visions for research days, and due to many members of the planning committee being involved in conferences over the summer, as well as aiming to complete significant milestones towards their progress through the program, planning was delayed. While the event was initially scheduled for Fall 2017, with these delays it was found to be unfeasible to meet that schedule.

Planning is now underway with a revised schedule of April 2018, and tentative dates of April 19-20, 2018. These dates will be confirmed as we finalize plans for our invited speaker. A letter has been drafted to invite Dr. Lilly Irani, Assistant Professor in Communication, Science Studies, and Critical Gender Studies at UC San Diego.

Emily Maemura, on behalf of the Planning Committee
(Planning Committee Members: Emily Maemura, Jamila Ghaddar, Karen Dewart McEwen, Jessica Lapp, Hillary Walker-Gugan, Lindsay Small, Dawn Walker)
Lisa Habib reporting on behalf of Eve Leung, FIAA president

Discussed at Oct. 11 FIAA executive meeting

1. **Webinars** – FIAA has partnered with the OLA to provide EI (Education Institute) webinars to our alumni. FIAA has asked alumni if anyone would like to act as a site host for these webinars – where alumni located near each other can get together to watch the sessions via the web.

2. **Awards** – We want to promote the Wendy Newman award and other awards, to engage more people to apply, but timeline for this year for the Wendy Newman award may be an issue; deadline is in the spring. Group was asked to provide feedback regarding whether or not to promote it for this year. We could highlight past recipients via social media to create awareness of awards.

3. **Social Media Stories** – Social media chair (Jelena) has created a blog to highlight ‘stories’ – goal is to promote FIAA and create clarity as to what it is and it’s functions.
   a. Ways to promote: Twitter, Instagram stories: FIAA meetings, events, ‘Day in the life’ takeovers (individuals can take over the account for a day and show their stories)

4. **Ask an Alum** – Chair (Brenna) wants to hold some sort of networking event. Committee suggested piggybacking on other networking events already being done by DUA for all UoT alum, and other Fac. Of Information and FIAA events.

5. **Working documents** – goals: to raise FIAA profile, better link to FoI events, to give wider exposure of events. Committee was asked to talk about what works for them, doesn’t work, areas they’d like to see improvement for document uploading/sharing, etc.

6. **Revised budget** – key exec went through current budget and reworked allocations bit to bring numbers down within the limit.