COUNCIL

2017-2018 Session – 3rd Regular Meeting

AGENDA

Thursday March 1, 2018

4:00pm-6:00pm

Room 538, 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 November 30, 2017 (attached)

4) Business arising from the Minutes

5) Council Committees’ reports
   • Executive Committee
   • Standing Committees
     • Awards Committee (attached)
     • Committee on Standing (attached)
     • Programs Committee Report (attached)
     • Recruitment and Admissions
       • Master’s Recruitment and Admissions (M-RAC) (attached)
       • Doctoral Recruitment and Admissions (P-RAC)

6) 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

7) Dean’s report

8) Other reports
   a) Careers (attached)
   b) Communications and Alumni Relations
   c) Development and Advancement Initiatives
   d) Inforum Director’s report
9) iSchool Students
   a.) MISC (attached)
   b.) MUSSA (attached)
   c.) DSA (attached)

10) iSchool Alumni

11) Other Business

12) Question period

13) Announcements

14) Adjournment
COUNCIL

2017-2018 Session – 2nd Regular Meeting

MINUTES

Thursday November 30, 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. Matthew Brower, Prof. Nicole Cohen, Prof. Costis Dallas, Prof Jenna Hartel, Prof. Lynne Howarth, Prof. Patrick Keilty, Prof. Kelly Lyons, Prof. Heather MacNeil, Prof. Irina d. Mihalache, Prof. David Phillips, Prof. Matt Ratto, Prof. Brian Cantwell Smith, Prof. Olivier St-Cyr, Prof. Siobhan Stevenson, Prof. Eric Yu

Professional Librarians: Lari Langford, Kathleen Scheaffer, Eden Rusnell

Senior Administrative Officers: Colin Anderson, Ann Brocklehurst, Barbara Brown, Glenn Cumming

Administrative Staff: Christine Chan

Doctoral Students: Junoh Kim

MI Students: Lauren Ash, Susan Bond, Emma Findlay-White, Dominique Glassman, Sarah Gorman, Hugh Samson, Renee Saucier, Manda Vrkljan, Yohanna Yohannes, Erin White

MMSt Students: Aurora Cacioppo, Kristen McLaughlin

Alumni/Alumnae: Eve Leung

External Members:

Non-voting Members: Stephanie Fisher

Recorder: Carol Lee

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. Christoph Becker, Prof. Colin Furness, Prof.
1) **Call to order and acceptance of the Agenda**
   Prof. Shade – Welcomed members of Faculty Council and called the meeting order

   **MOTION:** Prof. Andritsos moved to accept the agenda, Prof. Stevenson seconded the motion. All were in favour, motion CARRIED.

2) **Reading of acknowledgement of traditional land statement**
   H. Samson—Read the acknowledgement of traditional land statement.

   I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

3) **Approval of the Minutes of October 12, 2017 (attached)**
   Revise minutes to indicate Prof. Chun Wei Choo as Director of MI program (not MMSt)

   **MOTION:** Prof. Lyons moved to approve the minutes with requested revision, Prof. Andritsos seconded the motion. All were in favour, motion CARRIED.

4) **Business arising from the Minutes**
   No business arising.

5) **Dean’s report**
   Faculty Searches: Dean Duff – Searches ongoing for a teaching stream and tenure stream faculty member in UXD and hope that candidates will visit in the new year. Students Chris Young and Renee Saucer will serve on the committees. Looking forward to cross-appointment with Social Work, timeline is not set yet. Stay tuned for a shared position with Statistics.

   Other updates: Prof. Mark Chignell’s term as KMDI Director ends in December; Prof. Lyons will be acting director and Prof. St-Cyr continues as Program Director. All are welcome to attend the KMDI poster session and end-of-year party.

   Welcome to Ann Brocklehurst, new Senior Communications Officer. Any stories for the website, please send to Ann. Note new iSchool scarf and colours: vibrant, edgy and everywhere!

   - 2 items for approval:
i) **Guidelines for Assessment of Teaching Effectiveness, Tenure Stream (attached)**

Prof. Lyons – Because teaching faculty can become full professors now, all the guidelines have been changed. There are different guidelines for teaching and tenure stream faculty. The old guidelines didn’t include the teaching stream. The guidelines went through a round of revisions, back to faculty for additional feedback. Approval now needed at Faculty Council, then will go to Committee on Academic Policy and Programs, then to Academic Board.

Discussion followed, including comments and questions about comparison to other Faculties, encouraging other to read closely as guidelines have an impact on faculty teaching and classrooms, new terminology “teaching interaction committee”.

Prof. Lyons – Other faculties such as Rotman, Arts & Science, were consulted. For tenure track dossiers already in, old guidelines apply as the revised guidelines don’t exist until approved by the Academic Board.

**MOTION:** Susan Bond moved to approve guidelines for tenure stream, seconded by Prof. Howarth. Majority were in favour, no one opposed, two abstentions. Motion CARRIED.

**MOTION:** Prof. Brower motioned to approve guidelines for teaching stream, seconded by Prof. St-Cyr. Majority were in favour, no one opposed, two abstentions. Motion CARRIED.

6) **Programs Committee Report (attached)**

- 2 items for approval
  
  i) **Guidelines & Procedures for the Student Evaluation of Teaching in Courses**

Prof. Lyons – Provided highlights and changes: iSchool evaluations are now in the central system; some questions we have the power to change or to choose; summative reports are available through the Dean’s Office and only the Dean can ask for reports from CTSI.

Discussion followed noting changes from paper to online evaluations and decrease in responses (compared to paper evaluations completed in-class); change in questions towards more personal, possibility of adding questions e.g. number of classes attended. Instructors can select from a question bank.

**ACTION:** Prof. Lyons to investigate further what questions can be added.

**MOTION:** Lari Langford moved to approve the Guidelines & Procedures, seconded by Prof. Ratto. Majority were in favour, one abstention, Motion CARRIED.

ii) **Bachelor of Information (BI) Program Proposal (attached)**

Prof. Phillips provided highlights from the proposal: program length, 2nd year undergrad entry, learning outcomes, curriculum breakdown, electives; addressed questions about MI cohort – there’s no projection in any decrease in MI cohort when BI starts. It will take 4 years to build to a cohort of 100 students. Some MI courses might be taught as part of the BI but not in the curriculum now.
Dean Duff provided brief overview of hiring plans: 4 new faculty next year; 3 the year after; our ability to hire depends on our budget; an undergrad has an advantage as a positive on our bottom line. Questions and discussion arose regarding classroom space and expectations for 1st floor revitalization. Larger BI classes could be held in the buildings nearby. Future space revitalization will make 1st floor more usable. G. Cumming conveyed that a space assessment will look at what have and what we need. Revitalization will try to take care of what we need for classrooms but also for research. Congratulations and thank you to Prof. Phillips for all the work he has done.

**MOTION:** David Phillips moved to approve BI Program Proposal, seconded by Sarah Gorman. All were in favour. Motion CARRIED.

**MI Minor Modifications:**
Prof. Lyons provided updates for MI program as information only (Council approvals not required): new prerequisites for LIS; INF1324 name change to Critical Infrastructures will take effect for the 2018-2019 academic year.

**PhD Program** decrease required cores courses to 2.0 FCE and increase electives, the total stays the same, 2.5 FCE. PhD program will change from Information Studies to PhD in Information. INF3006 name will change to Major Area Reading Course- clarifies thesis proposal is not a requirement of the course.

Programs Committee Plan can be viewed on the iSchool website

7) **Council Committees’ reports**

- **Executive Committee**
  - **Nomination for Council Chair**
  Barb Brown nominated Colin Anderson with the following comments: “I would like to nominate Colin Anderson as Chair, Faculty Council. I have given this much thought as I understand this position has been held by a staff member in the past and I believe Colin would be an exceptional Chair. Colin is thoughtful and measured in his approach to discussions – listens extremely well – is well thought of by members of the Faculty - and is, generally speaking, very good at bridging contributions made in gatherings. These are excellent attributes for this position. As Associate Registrar, he is well versed in Faculty policies and procedures related to the student experience. He is also very organized bringing an excellence of approach to Faculty Committee meetings – perhaps, the Awards Committee being a prime example of same.”

  Many comments of support and confidence in Colin’s nomination from Council members.

  **MOTION:** Prof. Howarth moved to acclaim Colin Anderson as Chair of Faculty Council. No voting required for acclamation. Colin Anderson acclaimed as Chair of Faculty Council, as of January 2018.

- **Standing Committees**
  - **Awards Committee (attached)**
  Prof. Eric Yu highlighted the following from the report: out of 16 applications for the SSHRC Doctoral Awards, the Committee forwarded the top 6 – successfully negotiating one more additional entry, on top of the original quota of five. Awards Committee has a new plan to distribute financial aid through a single application for all awards; 30% of unmet needs approved by committee.
• **Committee on Standing (attached)**
  Prof. Lyons – recent activity since last Committee on Standing meeting Oct 12, 2017: reconsideration of a program extension request and approval of thesis title and supervisory committees (or changes) for 2 doctoral candidates.

• **Recruitment and Admissions**
  - **Master’s Recruitment and Admissions (M-RAC) (attached)**
    Barb Brown provided highlights of recent activities; 19 graduate fairs have been attended; information days are going well – less students overall but increase in online outreach and individual contact; tours, webinars participants have increased. Acknowledgement of Andrea DiBiase as a fearless leader and great level of coordination. Thanks to current students who make the programs happen and increase involvement. Paid applications have seen 63% increase, 300 total started applications.

  Prof. Duff thanked Student Services – 3 years ago, we went up in 45% more students and still care for the students already here.

  - **Doctoral Recruitment and Admissions (P-RAC)**
    Colin Anderson presented the new PhD brochure; provided update on recent information night – amazing student panel, fantastic energy; 30 attendees; 30 webinar participants; so far 43 applications have been started, 18 completed (last year we had 9). Emphasized compliments to Andrea DiBiase for excellent work.

8) **Reports from Institutes**
  Prof. Shade noted that Institutes will provide a report at the last meeting of the year.

  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

9) **Other reports**
  a) **Careers (attached)**
    Alex Howes noted new CMS will aid with experiential learning and we’re in the process of negotiating contract with Orbus. Launch date will be March 2018. Job offers have been extended to 55 students in co-op for work-term starting in May. Working with the FIAA and looking for more structure for students participating in job shadowing. Questions regarding current student in co-op (there are 82 students), the program is open to MMSt students, Prof. Duff shared that a 2nd career officer will be hired to increase opportunities and synergy.

  b) **Communications and Alumni Relations**
    Ann Brocklehurst encourages everyone to speak to her if they hear of a story on the news and think a faculty member would be able to speak to it. Wendy noted that one of the stories is receiving a Governor General Award – an MMSt student work on the project.

  c) **Development and Advancement Initiatives**
Prof. Duff – funds have been raised to send a student to UNESCO in Paris. Our student last summer did great. Anyone who would like to support, can do so.

d) Inforum
Lari Langford presented changes to the Inforum’s opening hours. Highlights of Inforum’s activities and services include it as a destination space across campus, iSkills sessions, course support services, event bookings, iRelax workshops and growth in tech loans. Fourteen months ago, planned for 24 hr access to the space and assumed security could be assured. Conclusion has been reached that the assumptions were not as well-founded as expected. A survey has been sent to students to identify key times and needs for Inforum access. For January 2018, access will be limited to staffed opening hours.

Prof. Duff acknowledge that it was a wonderful idea to have Inforum open for 24 hrs. Reports of problems in the past 14 months reaching a turning point when there was a fire in room 417 when the Inforum was unstaffed. The Faculty cannot take the risk. We can re-visit as needs evolve. If we can find the student staff, we’ll open.

Discussion and comments from Sarah Gorman, Hugh Samson, Lauren Ash: limits to building access, a need to provide students more rationale for changes in Inforum hours.

Prof. Duff - Faculty Council is the first opportunity to mention and there will be follow-up to the survey.

10) iSchool Students
a.) MISC (attached)
Emma Findlay-White reported on new website to launch in January, new logo and colours. Merchandise will be available for February. Event highlights: ROM Halloween event was well attended; pub night not as well-attended. Upcoming events: winter soiree and i-Ball, employees showcase on January 17 and students’ initiative speaker series.

b.) MUSSA (attached)
Aurora Cacioppo – MUSSA working hard to build sense of community so that students are comfortable professionally and socially. Event updates Excited to announce that they’ve secured 4 panellists for Women in Museums Lecture.

c.) DSA (attached)
Junoh Kim reported on DSA activities: Research Days April 19 -20, The Power of Storytelling (TRC Committee). The DSA hopes for a good faculty turnout at their annual doctoral student/faculty mixer on Dec 15 at Harvest Kitchen.

11) iSchool Alumni (attached)
Eve Leung reported on current and ongoing work (student grants/awards, Joint Holiday Social at the Arts & Letters club on Dec 14). FIAA positions will be profiles on social media to give exposure to alumni and recent graduates. Through the OLA, FIAA able to purchase webinars available to alumni. Accomplished tasks include assisting with CRM selection – which will help alumni relations. The Bertha Bassam Lecture was a successful event.
12) **Other Business**
No other business to report.

13) **Question period**
No questions.

14) **Announcements**
Dean Duff and Council members thanked and acknowledged Prof. Shade as being a great Chair of the Council.

15) **Adjournment**

**MOTION:** Prof. Howarth moved to adjourn the meeting. Prof. Smith seconded the motion. All were in favour and the meeting adjourned.
Faculty of Information
Awards Committee
Report to Faculty Council
November 2017

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

Committee Activity
The Awards Committee has met twice since the last Faculty Council and discussed the following awards:

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| Thurs Nov 30, 2017, 2:00PM | U of T Women’s Assoc Adele Csima Scholarship
|                | Mildred Adams Bursary
|                | Paul Cham Po Sum and 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
|                | Gordon Cressy Student Leadership Awards
| Thurs Jan 11, 2018, 1:30PM | NSERC Masters Ranking
|                | SSHRC Masters Ranking

The Committee has also administered the following awards by email:

1. JHI Research Fellowship (nomination)
2. CAGS/ProQuest-UMI Distinguished Dissertation Awards (nomination)
3. John Leyerle-CIFAR Prize for Interdisciplinary Research (nomination)

Committee Decisions and Actions
1. The Committee nominated five students for the Gordon Cressy Student Leadership awards.
2. The Committee allocated the remainder of the Doctoral Completion Award for 2017-2018 to six students beyond the funded cohort in values ranging from $1500 to $3500.
3. The Committee awarded the Winifred Barnstead Scholarship to one student in the amount of $1900.
4. The Committee awarded the Women’s Association Adele Csima Scholarship to two students at $1000 each.
5. The Committee awarded the Grace Buller Aboriginal Scholarship to seven students in the amount of $5000 each.
6. The Committee awarded the Scholarship in Public Librarianship to one student in the amount of $2000.
7. The Committee awarded the Paul Cham Po and Rose Chan Wong Chi Chu Scholarship to five students in values ranging from $1400 to $2000.
8. The Committee awarded the Mary Freeman Scholarship to two students in the amount of $500 each.
9. The Committee awarded the Eszter Turchanyi Memorial Bursary to one student in the amount of $400.
10. The Committee received 17 applications for SSHRC master’s scholarships and sent 8 forward to the next round of competition.
11. The Committee noted that no applications were received for the NSERC master’s scholarship competition, and that we will strive to recruit an application to go forward next year.

By email, the Committee has:

1. Nominated one student for the JHI research fellowship.
2. Nominated one student for the CAGS/ProQuest-UMI Distinguished Dissertation Award
3. Nominated one student for the John Leyerle-CIFAR Prize for Interdisciplinary Research

Respectfully Submitted by Eric Yu, Chair, Awards Committee
Report provided by Associate Dean Academic Prof. Kelly Lyons, Chair of Committee on Standing

This report includes all items brought before the sub-Committee on Doctoral Matters and the Committee on Standing since the last meeting of Faculty Council on November 30, 2017.

• The sub-committee on Doctoral Matters reports the following:
  o Two doctoral candidates successfully completed their Final Oral Exam
  o The second half of a 4th program extension was approved

• The Committee on Standing considered the following (January 10, 2018):
  o Approved 11 first coursework extensions
    ▪ 3 first coursework extensions in 1 course
    ▪ 4 first coursework extensions in 2 courses
  o Denied a first coursework extension in 3 courses but approved late withdrawals from those 3 courses without penalty for one student
  o Approved two late withdrawals from courses without penalty for one student

• The sub-committee (Chair, Committee on Standing and Assistant Dean, Registrarial and Student Services) approved the following:
  o Prior to the January CoS meeting:
    ▪ 3 Urgent late withdrawals from courses without penalty (for one student)
  o Post January CoS meeting:
    ▪ One first coursework extension on 2 courses plus a late withdrawal from a course without penalty
    ▪ One Late Withdrawal from a course without penalty
The Programs Committee approved the following and bring them to Faculty Council for information:

1. **Principles & Procedures for Non-Disclosure Agreements with Organizations Participating in Courses:** When participating organizations (e.g. exhibition, co-op, practicum placements) request NDAs from students, the purpose of this document is to try and protect against a company owning all the students work but still being able to protect against disclosure of confidential information. The document is available on the iSchool web site: [https://www.ischool.utoronto.ca/wp-content/uploads/2018/02/iSchool-Principles-and-Procedures-Course-Engagement-NDA-with-OutsideOrganizations-finalApprovedDec2017.pdf](https://www.ischool.utoronto.ca/wp-content/uploads/2018/02/iSchool-Principles-and-Procedures-Course-Engagement-NDA-with-OutsideOrganizations-finalApprovedDec2017.pdf)

2. **Minor modifications to PhD procedures:**
   a. **Updated - Qualifying Exam Procedure:** corrections in the wake of changes to courses; deleted courses that are no longer requirements
   b. **Updated - Thesis Proposal Defence procedure:** specified word count and clarification of steps and follow-up with Chair and related decisions
   c. **Updated - Thesis proposal defence report:** specified timeline for Chair to draft and send memo to students.

3. **Minor Modification Special Topics course proposal - Activism, Media and Information:** A new elective course for summer 2018. The course will explore digital activism.

4. **Minor Modification Special Topics Course Proposal - Digital Museum:** Course developed in partnership with the Ontario Science Centre to be offered 2018/2019.

The Programs committee anticipates approving the following by March 15 and will bring them to the Faculty Council for information or approval (as required) at the next Council Meeting:

1. Minor Modification of KMD Collaborative Specialization: requirements for change from Collaborative Program to Collaborative Specialization.
2. MI/MMSt - Major Modification of CRO/Combined Program: moving from concurrent registration option to Combined program to better align program structure with what exists at the university in terms of academic rationale and administrative structure.
3. Minor Modification Special Topics Course proposal – Critical Approaches to information, Media and Social Integration
5. Minor Modification Special Topics Course proposal – Archival Leadership

Also attached is the current draft of the 2017/2018 Programs Committee Plan for information of Faculty Council.
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:

February 27, 2018 (tasks moved to March 1 or March 15 meeting)
February 12, 2018 (several items moved to Feb 25 and March 1 meeting)
January 24, 2017 (updates based on cancellation of Jan. 11 meeting – tasks moved to future meetings; Review of Major Mod for new PhD concentration moved to Feb 15; KMD CS Minor Mod moved to March 15)
December 8, 2017 (updates based on changes discussed at Dec. 7 Programs Committee meeting; moved CRO Major Mod later; added MMSt Learning outcomes; added minor mod for changes to bio design course)
December 1, 2017 (possible MI special topics course to be offered in the summer – by Postdoc visitor)
October 16, 2017 (added Major Mod for ISD concentration into the plan)

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<th>Meeting Date</th>
<th>Faculty Council</th>
<th>Planned Tasks</th>
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<td>Thursday, 14 September 2017</td>
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<td>Thursday, 5 October 2017</td>
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<td>1) Review of (and possible updates to) “Faculty of Information Programs Committee Guide for Planning and Procedures”</td>
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<td>2) Review of (and possible updates to) “Faculty of Information Guidelines &amp; Procedures for the Student Evaluation of Teaching in Courses”</td>
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<td>3) Review of (and possible updates to) the 2017/2018 Programs Committee Plan</td>
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<td>4) Review of (and possible updates to) the iSchool policy on including SLO in Syllabi</td>
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<td>5) Special Topics course for the summer (MI)</td>
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<td>Thursday, 12 October 2017</td>
<td>1) Information report only</td>
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| 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) |
| 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 CANCELLED | 1) MMSt Learning Outcomes change (moved to January 25)  
2) Review of Major Mod for new PhD concentration (moved to Feb 15)  
3) New course proposal in Archival Leadership (moved to future meeting TBD)  
4) Review Major Mod for ISD Concentration Changes (moved to January 25)  
5) Minor mod changes to special topics on bio design course (moved to January 25) |
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| 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 new PhD concentration  
3) potential iteration of Major Mod for ISD Concentration Changes  
4) MMSt Learning Outcomes change  
*** (includes tasks from cancelled Jan 11 meeting) |
| Thursday, 15 February 2018 | 1) Possibly other Collaborative Specialization changes  
2) Potential iteration of Major Mod for CRO/Combined Program  
3) Review of Major Mod for new PhD concentration (moved to March 1)  
4) potential special topics course: multiculturalism and social inclusion — Sherry Yu |
| Thursday, 1 March 2018  | 1) potential iteration of KMD Collaborative Specialization Minor Modification  
2) potential iteration of MMSt Major Modification  
3) potential iteration for other Collaborative Specialization changes  
4) Review of Major Mod for CRO/Combined Program  
5) potential new course proposal in Archival Leadership  
6) potential iteration of Major Mod for ISD Concentration Changes  
7) Review of Major Mod for new PhD concentration |
| Thursday, 1 March 2018  (originally scheduled for February 1) | 1) Major Mod for new PhD concentration  
2) Major Mod for ISD Concentration Changes |
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| Thursday, 15 March 2018 | 1) KMD Collaborative Specialization Minor Modification  
2) potential iteration of MMSt Major Modification  
3) potential iteration for other Collaborative Specialization changes  
4) review SGS Course De-listing List  
5) possible special topics course (MI) for the summer: minor mod to bio design course |
| Thursday, 22 March 2018 | 1) MMSt Major Modification  
2) Major Mod for CRO/Combined Program Change |
| Thursday, 17 May 2018  | 1) Review (for information) handbooks on different programs’ options (Student Services) |
Graduate Fairs 2017:
• Promoted the iSchool at 19 outreach events from late September into early November (up from 16 outreach events in 2016).
• Connected with 756 prospective applicants (up from 531 in 2016) - tracked by lead information.

Winter 2018 follow up visits:
• 11 follow up visits (up from 7 follow up visits in 2016) to: UTM, UTSC, York, McMaster, Western, Waterloo, Wilfrid Laurier (Waterloo & Brantford), Guelph, Seneca (Newnham & York).
• Connected with 250 prospective applicants (up from 120 in 2017)

Information Days 2017-18:
• Attendance at Info Days was consistent year over year (2016-2018)
• Introduction of our Fall Evening Information Sessions and Tours which resulted in an additional 338 prospects
• 110 prospects attended January 2018 Info Day
• 51 U of T students registered for the Double Blue “fast track” session; 14 people received early offers of admission

February Information Day:
• MI session was a student run event; select 2nd year students introduced the concentrations and hosted the Q&A sessions instead of the faculty
• 95 prospects attended the February 2018 Info Day

Upcoming Activities / Events:
• Webinars / chats from January – May (General Admissions, Student Experience & Experiential Learning, Financing Your Education)

Executive Master of Information (ISD):
• Info Night (March 13) & Webinar (February 28 & March 28)
• Exhibitor at the Big Data Conference June 12 & 13 @ the Metro Toronto Convention Centre

Explore the iSchool – Conversion events for newly admitted students

Friday March 2 & Saturday March 3: iSchool Student Conference
Tuesday March 6: Librarians Without Borders Human Library Event
Wednesday March 7: Student Experience Panel Discussion – Online webinar
Thursday March 8: Mini lecture by Professor Colin Furness “Information Design: Crimes & Misdemeanors”; “Behind the Scenes” Tour / Scavenger Hunt; Mix & Mingle
Saturday April 7: Meet & Greet Event
Saturday July 14: Getting Started Event
Faculty of Information

PRAC – PhD Recruitment and Admissions Committee

Report to Faculty Council

February 27, 2018

Committee Membership: Prof. Heather MacNeil (Cmte Chair), Colin Anderson, Barb Brown, Prof. T.L. Cowan, Prof. Alan Galey, Prof. Cosmin Munteanu, Prof. David Nieborg, Prof. Seamus Ross, Hervé St-Louis.

Activities

• The Committee has met four times since the last Faculty Council meeting to discuss the merits of PhD applications received and to approve offers to successful applicants.
• The Committee is working with the Awards Committee on nominations for international incoming PhD student awards.
• The Committee has received 51 applications for PhD study beginning in September 2018
• The Committee has made offers to 10 domestic applicants and 3 international applicants.
• The Committee continues to review applications and may make further offers.

Updates

• As part of a broader internationalization strategy, the University has announced that international PhD students will, until further notice, be assessed with fees at the same rate as domestic students.
• Graduate units also have the opportunity, starting with the September 2018 intake, to receive BIU funding for a limited number of international PhD students.
• PRAC intends to take full advantage of the BIU-funded international spaces offered.
**Careers Officer**

**Co-op**

- 55 students currently enrolled in the MI Co-op program, mainly in UXD and ISD concentrations. Currently students are applying to job postings which have been compiled through direct contacts with past co-op employers, through online job boards and through faculty contacts. Students are looking for two 4-month opportunities or one 8-month opportunity from May until December.

- Employer evaluation results from 2017 indicate:
  - 91% said “yes” or “maybe” to reposting positions again
  - 83% rated students performance as “good” or “very good”
  - 77% acknowledged their co-op student contributed “very much” to the work of their organization

- Follow up has been conducted with all previous co-op employers, the majority of which are interested in hiring again and are in the process of finalizing details. We anticipate most placements to be secured towards April as was common in previous years.

**Practicum**

- 105 placements were offered to students enrolled in the Information Professional Practicum course this Winter an increase from 99 offered in 2017. 36 students enrolled in the course have selected a placement.

- Unfilled placements have been shared as volunteer opportunities with all students in both MI and MMSt. Primary placements are in government and non-profit areas.

**Workshops**

- 6 workshops provided through iSkills: Resume/Cover Letter, Leveraging Linkedin, How to Interview, How to Network, Professional Communications and UX Portfolio. Most attended included Resume/Cover Letter and How to Interview. Total of 61 students attended these workshops.

- Specialized workshops have also been offered in Museum Internship and Ethics Leadership Management courses

**Events**

- Co-op showcase was held January 11th. 2017 Co-op students had the opportunity to present their experiences in a poster-presentation format in the Inforum. Many past supervisors and prospective employers were in attendance, along with current Co-op students looking to network and secure their placements.

- MISC Employer Showcase was held January 17th with 11 organizations in attendance. The Careers Officer provided support in assisting with format and sourcing employers.

- Special Library Association collaborated with the Faculty on February 6th and 7th to host Career Chats for all Faculty of Information students. Ulla de Stricker was on-hand throughout both days to provide students with resume review and career development strategies by sharing industry expertise.
Job Shadowing

- Careers Office is collaborating with FIAA to offer its annual Job Shadowing opportunities for current students and recent alumnus. FIAA has secured 90 hosts offering 150 placements and will continue to source hosts throughout the year.

- Careers Office has shared job shadowing opportunities on the Faculty of Information website and is encouraging students to apply by March 2\textsuperscript{nd}. From there, students will be required to attend an orientation session to be formally matched with their host(s).
Updates to Council

The last 2 Faculty Council Representative spots were filled in December, to Erin White and Weiqi Liu. Please welcome them to the Council.

Other changes include:

- Lily Ren, our 2nd year Academic Affairs person, graduated. We chose not to replace the position, she is performing as acting representative for the year's remainder.
- Stephen Lubin stepped down from his former roles as Secretary and First Year Social Rep.
- Lynda Yao stepped up to fill the Secretary role, and vacated her role as Graduate Student Union Rep.
- Emily Fowler from the General Council stepped up to fill the vacant Graduate Student Union rep position, and was elected into the role last week.
- A space was opened for a Culture & Technology member-at-large, we are working to fill it.
- We will vote on a First Year Social Rep candidate at our next meeting.

Faculty Presence at MISC Meetings

Amber has spoken to Kelly Lyons and created an agreement that, if requested, a Faculty member will attend a portion of each MISC meeting to discuss current events and receive feedback/knowledge about outstanding issues.

New Website

We are almost finished rolling out the new website on Wordpress. Here's a link to the new version: http://misc.ischool.utoronto.ca

InForum Updates

Town Hall in January resulted in increased hours. Last month’s meeting resulted in the Dean agreeing to extend hours on Friday and Saturday as well. Changes are not in effect yet. We were also able to change the status of the Course Reserves - they will be remaining within the InForum. And just this
week we made a statement about the change with hopes to help the MI student body feel comfortable speaking up about the changes.

**MISC Budget**
Head grant application and audit passed. Money was automatically reinvested in GIC. The following non-internal requests received funding:
- iSchool Conference
- Cookies with CAPAL
- Film Club
- Predicting Industry Trends Speaker Series
- iSchool Games Night
- The Power of Storytelling with Lee Maracle
- ACA Human Library
- Librarians Without Borders Human Library
- Book History and Print Colloquium

**MI Merchandise**
We are aiming to start taking merchandise requests this month using a page on the new website.

**New MISC Logo**

![Poor quality version scaled down.]

**Social Committee Events**

**Winter Soiree:** 50 people attended. Snacks were saved for future events. Food will be scaled down for future events.

**Board Game Night with MUSSA:** not a lot of attendance, believed to be due to poor advertising.

**Winter Pub Night:** Lots of students came out, and several stayed past 11:30. It was attended by both MMST and MI Students.

**Valentine’s iTea**
The Valentine's iTea was very well attended, but ran out of food quickly. There was a bit of confusion with the scheduling, we suggest that further collaborations involve more detailed planning.

**iBall**
The iBall has been booked for Wednesday April 11 at the Faculty Club. We are looking into rearranging the space for the event based on last year’s feedback.
Calendars

- MISC created a calendar on the 5th floor wall, next to MUSSA’s.
- MISC/MUSSA are in the process of creating a joint online calendar for all events.

Professional Development’s Career Networking Event
Well-attended, but lower number of employers. 86 students got professional photos taken by the photographer.

Mental Health Working Group
Changed their name to iStudents for Mental Health. They are looking to organize a speaker event on Student Wellness.

2nd iSchool Games Night
This takes place tomorrow night, and we’re all looking forward to it.

MI Survey
Jamie & Amber are revising the most recent version of the survey produced by the MISC Survey Working Group for publication. We hope to be distributing this to students by the Faculty Council meeting.

Upcoming
Our next meeting will be March 19 from 4-6pm. We are looking to host a Trivia Night with MUSSA later in the month, as well as begin the election process for next year’s Council.

Submitted by Amber Shortell, President
February 26, 2018
MUSSA Update

- **Social Media Volunteers:** MUSSA is looking for 2-3 first year students to volunteer to help with social media by attending, documenting, and sharing updates on events, programming, and exhibitions on behalf of MUSSA during the final months of the academic year.

- **Merchandise:** MUSSA has completed and distributed all merchandise sales for the academic year. MUSSA made just under $950 dollars on merchandise this year. There are a number of hand-painted MMSt tote bags still available, if anyone is interested please contact hannah.hadfield@mail.utoronto.ca.

Event Updates

1. **End of Semester Pub Night:** MUSSA hosted the end of semester celebration at the Duke of York. We had a great turn out of both professors and students and offered amazing raffle prizes (MMSt merchandise; essential oils “Pocket Farmacy” from Saje; a student membership and publications from the Power Plant Contemporary Art Gallery; Festive decorations and greeting cards made by MMSt students).

2. **Skating Night:** MUSSA organized a skating event at Nathan Phillips Square on January 17, 2018. 17 students attended. MUSSA treated students to hot chocolate post-skate and continued the night together at the free Heather Igloliarte lecture at the AGO.

3. **Class Trips:** 2 of 3 class trips were organized during the first semester. The final trip of the academic year will take place on February 23. 19 students will be visiting Markham Museum and Varley Art Gallery.

4. **MUSSA & MISC Games Nights:** MUSSA & MISC organized a joint event for students to play games in room 417 on January 25. There were 14 students in attendance.

5. **Peer Resume Swap:** MUSSA hosted a workshop for MMSt & CRO students to come in and swap resumes and cover letters with fellow students. There were 12 students in attendance.

6. **MMSt Blood Drive:** On February 1, 2018, 8 MMSt & CRO students donated blood together. This is the second year MUSSA has organized this event.

7. **Valentine’s Movie Night:** 15 students gathered in the student lounge to watch Moulin Rouge and enjoy some Valentine treats on Monday, February 12, 2018.

8. **Homework Nights:** MUSSA has continued “Homework Nights” every third Thursday of the month from 1-4 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.

9. **Museum Talks:** MUSSA has been advertising Museum Talks to students via Museletters, class announcements and social media posts. It is MUSSA’s goal to assist in ensuring MMSt students are taking advantage of the amazing speakers that are visiting the iSchool.

10. **Women in Leadership Panel:** MUSSA organized a discussion about women in leadership roles in the cultural heritage sector on February 9, 2018. Discussion topics included challenges, successes, and what the future holds for women-identified people in the museum field. Panelists included Gracia Dyer Jalea, Co-Founder of the Toronto Ward Museum; Shelley Falconer, President & CEO of the Art Gallery of Hamilton; Gaëtane Verna, Director of the Power Plant Contemporary Art Gallery; and Dara Solomon, Executive Director of the Ontario Jewish Archives and Sarah and Chaim Neuberger Holocaust Education Centre. The event was live-Tweeted. Over 50 people were in attendance (students and visitors from outside the school). MUSSA has been receiving very positive feedback from both the panelists and visitors.

11. **Decolonization through Storytelling with Lee Maracle:** MUSSA representatives have been working with the Faculty of Information’s Truth and Reconciliation Working Group to organize the Decolonization Through Storytelling event on February 13, 2018. MUSSA helped specifically with promotional materials for the event.

**Upcoming Business**

12. **MISC/MUSSA Clothing Swap:** MUSSA will be working with MISC in hosting another clothing swap in the student lounge on February 27 and 28, 2018 from 11 am - 5 pm.

13. **MUSSA, MISC, FIAA Trivia Night:** MUSSA is working with FIAA and MISC to arrange a joint Trivia event for MI, MMSt and CRO students for the end of March.

14. **Blanket Exercise:** MUSSA was hoping to organize a Blanket Exercise for MMSt & CRO students before the end of the academic year, but due to lack of funding we may have to postpone the opportunity until next year. MUSSA is scheduled to have a meeting with Kathleen Schaeffer to discuss the possibility of hosting the Blanket Exercise as an iSkills workshop in the future.

15. **End of Year Celebration:** MUSSA is working with the Exhibitions Class to plan this celebration. Nothing has been confirmed, but we are working with the potential date of April 12, 2018. We are currently in communication with the Arts & Letters Club, Dovercourt House, and Hart House.

Respectfully submitted by,

Aurora Cacioppo

*President, MUSSA*

Thursday, March 1, 2018
PhD Research Days

PhD research days will be held on April 19-20. We are excited to have Lilly Irani with us for the event, where she will give a keynote talk and host a workshop. Approximately 30 PhD students will be presenting their work over the course of the two days from all stages in the program, from first year to recently defended. Students will either deliver full length talks, lightening talks and some have formed panels. We hope to see lots of faculty out.

Truth and Reconciliation Working Group

The TRC working group held a successful event “Decolonization Through Story Telling- in conversation with Lee Maracle,” on February 13. We were glad to have a full house, with over 50 people attending the event. The group intends to plan more events in the coming months. Thanks to the Faculty of Information for supporting and helping to fund this important DSA endeavor.

Support for iShool print collection staying in the Inforum

The DSA would like to express its concern over the removal of the print collection from the Inforum. The Inforum's collection includes books that we regularly use for our work. Maintaining a dedicated collection of the books directly related to Information Studies, particularly in the fields of archival studies, library studies, and museum studies, and information systems design ensures that we have access to the resources to support our doctoral research, as well as information required for research assistantships and course reserves for teaching assistantships - and these resources are not easily locatable elsewhere in the University of Toronto Libraries system, especially as our diverse research interests often span across the multiple disciplines by which other UTL libraries are organized. Moving the collection will not only make our access to these resources more difficult, but will mean the pursuit of research in these fields will not be as clearly supported. Additionally, having staff and librarians who are subject experts in these areas is of great importance to our doctoral students.