Faculty of Information Studies Council Meeting
MINUTES
March 26, 2004

PRESENT:

Members (ex officio): Brian Cantwell Smith, Judy Snow for Carol Moore, Chief Librarian


Associated Instructor: – S. Alston

Administrative Staff: – P. Hawes, K. Melville

Library Professional Staff: – J. Cox, M. Misiek, N. Singh

Doctoral Students: – K. Boa, T. Miller

Master’s Students: – A. Beaith, N. Flora, J.F. McMahon, B. McMillan, N. Treboute

Professions-at-Large: – D. Mills, Director, Mississauga Library System, M. Moir, City of Toronto Archivist

Recorder: – Eudora Berkeley

Assessor: – R. Bowring

Observer: – W. Newman, Librarian in Residence

ABSENT:

The president of the University of Toronto, the dean of the School of Graduate Studies, N. Caidi, A. Clement, E. Toms, C. Mauro, C. Radford-Grant, R. Ranopoulos, A. Adourian, K. Silk, S. Taylor, T. Ruddell.

FUTURE MEETINGS OF COUNCIL:
May 18, 2004 at 2 pm
The meeting was called to order at 2:10, a quorum having been established.

1. **Minutes of the meeting of January 23, 2004**
   There being no corrections, additions or deletions, the minutes of January 23, 2004 were accepted.

2. **Business arising from the Minutes**
   None.

3. **Report of the Dean**
   The Dean laid out for Council the new management structure for the Faculty. As Dean, he will focus on overall strategy (teaching and research), budgets, appointments, fund-raising, and external relations.

   He announced the appointment of Joan Cherry into the new position of Vice-Dean. He praised Joan’s deep understanding of FIS and the University and spoke highly of her organizational and managerial skills. The Vice-Dean will be responsible for internal operations, overseeing programs, working with administrative staff, faculty reviews (ALA, OCGS, etc.), mentoring new faculty members, assisting faculty in preparing dossiers for tenure and promotion, dealing with student problems, and identifying processes and procedures that need updating. The Vice-Dean will not have staff report directly to her.

   Claire Beghtol will remain Associate Dean until June 2004 after which time this position will be replaced by a Graduate Coordinator. Decisions on this and other possible appointments will be announced at a later date.

   The Dean congratulated Elaine Toms on her new appointment as Assoc. Prof. in Management Informatics, Faculty of Management, Dalhousie University.

4. **Report of the Executive Committee**
   No report.

5. **Reports of the Standing Committees of Council**
   a) **Academic Appeals**
      *(Report attached to the original of these minutes.)*
      Chair, E. Auster submitted a for-information-only report.

      MOVED by E. Auster that the report be accepted. CARRIED.

   b) **Awards**
      No report.

   c) **Degree**
      No report.

   d) **Doctoral Studies**
      No report.

   e) **Information and Information Technology**
      No report.
f) Master’s Studies
(Report attached to the original of these minutes.)
Chair, Joan Cherry spoke to her report.

i) New course:
FIS2199H Special Topics in Information Studies: Advocacy and Library Issues
Faculty Proposer: Clare Beghtol; Instructor: Wendy Newman

MOVED by J. Cherry that FIS2199H Special Topics in Information Studies: Advocacy and Library Issues, as described in the attached report, be approved.
CARRIED.

ii) Change in course description.
FIS1240H – Research Methods
Instructor: Juris Dilevko.
The revised course description reflects the expansion of the course to increase material about descriptive and inferential statistics. It eliminates the requirement for a pre/co-requisite in statistics. To accommodate the statistical component, five or six lab sessions will be added.

MOVED by J. Cherry that the proposed change in course description to FIS1240H – Research Methods be approved.
CARRIED.

iii) Change in course description.
FIS1341H – Analysing Information Systems
Instructor: Eric Yu
The changed description will bring the description in line with current content, placing more emphasis on process and strategic modeling and less on data modeling. The shift will make the course more accessible to non-IS students.

MOVED by J. Cherry that the proposed change in course description to FIS1341 Analysing Information Systems be approved.
CARRIED.

iv) Change in course title
Current title: FIS1343H – Database Design
Proposed title: FIS1343H – Introduction to Database Management and Design
Instructor: Eric Yu & Keith Thomas
The course is an overview of database management techniques. The new title more accurately reflects the introductory content.

MOVED by J. Cherry that course title FIS1343H – Database Design be changed to FIS13423H – Introduction to Database Management and Design

During the discussion a member of Council noted that the course description provided with the new title included an additional sentence indicating that students in the IS stream will have first call on spaces in the course and a change in the prerequisite statement. The motion was amended to include the change in course description.

CARRIED.
v) Addition of Prerequisite

**FIS2158H – Management of Corporate and Other Special Information Centres**
Faculty Proposer: Clare Beghtol; Instructor: Vicky Whitmell
The proposal is to add FIS1310 – Information Resources and Services as a prerequisite. The rationale is that FIS2158 students require a basic knowledge of libraries/information centres before taking this course and before undertaking a practicum placement in a library.

MOVED by J. Cherry that FIS1310 – Information Resources and Services be added as a prerequisite to FIS2158H – Management of Corporate and Other Special Information Centres.
CARRIED.

vi) Change in course title and description

**Current title: C&T1003 Comparative Literacy**

**Proposed title: C&T1003H – Comparative Orality and Literacy**
The original creators of the course are no longer with the University. The new instructors, Twyla Gibson and Derrick de Kerckhove are shifting the content to emphasize orality, oral tradition, and literacy.

MOVED by J. Cherry that C&T1003 Comparative Literacy be retitled C&T1003H – Comparative Orality and Literacy and that the revised course description be approved.
CARRIED.

vii) Adding Custom Stream to the MISI Program

This proposal is designed to add flexibility to our curriculum by permitting MISI students to design a curriculum outside our current streams, joint degrees, or collaborative programs. It is anticipated that it will be attractive to students who wish to focus their studies in a specialized area of the profession, perhaps one that derives from their previous academic studies.

MOVED by J. Cherry that a Custom Stream be added to the three existing streams in the MISI program.
CARRIED.

7. **Other Reports**

a) **Centre for Research in Information Studies**

(Report attached to the original of these minutes.)
Chair, B. Craig submitted a for-information-only report.

MOVED by B. Craig that the report be accepted.
CARRIED.

b) **Registrar**
The Dean said that he had appointed an Admissions Committee to assist P. Hawes and the Student Services staff in selecting applicants. The committee is composed of Eric Yu, chair, B. Craig and J. Cherry. E. Yu gave an oral report. He stated that because of the larger than normal number of admissions this year, the Committee feels they have leeway to try to introduce higher academic standards for next year. For the moment, they are only examining applications from students with an A- or higher average. The committee intends to admit a smaller number of applicants in the coming year. So far, they have
made 17 offers. There is a strong pool of doctoral applicants this year. Because of funding limitations and the difficulty of assigning each new doctoral student with an appropriate supervisor, the committee decided to limit the number of new students to seven. The Dean pointed out that nine offers had been made and we received two rejections.

c) **Professional Learning Centre**  
*(Report attached to the original of these minutes.)*  
Director, K. Melville spoke to the report. She requested approval for a new certificate program in Information Management. She also requested approval to introduce an optional certificate into the existing web course, Current Awareness Services on the Net.

MOVED by K. Melville that the proposed *Professional Learning Certificate in Information Management* be approved.  
CARRIED.

MOVED by K. Melville that a Certificate option be added to the existing web course, *Current Awareness Services on the Net*.  
CARRIED.

d) **Academic Board**  
No report.

8. **Announcements**  
The Dean asked for an additional Council meeting in order to discuss the Academic Plan due by the end of June. Although there is no vote attached to it, he wanted to ensure that Council had official input into the planning process. An additional Council meeting was set for May 18, 2004, 2-4 pm.