PRESENT:

Members (ex officio): Judith Snow, Brian Cantwell Smith

Teaching Staff: Clare Beghtol, Joan Cherry, Wendy Duff, Jens-Erik Mai, David Phillips, Paulette Rothbauer, Lynne Teather

Senior Research Associates:

Professional Librarians: Joe Cox (Council Chair), Nalini Singh, Edward White

Senior Administrative Officers: Susan Brown, Judy Dunn

Associated Instructor or Sessional Lecturer: Vicki Whitmell

Administrative Staff:

Students:

Doctoral: Diane Dechief

Masters: Annetta Dunn, Alex Gates, Autumn Haag, Roxanna Henriquez, Christina Hwang, Jessica Posgate

Alumni/Alumnae: Claire Lysnes

External Members: Mary Ann Mavrinac

University Member:

Assessors: Andrew Drummond, Eva Kupidura, Chris Halonen,

Recorder: Sharon Doopan
REGRETS:

The President of the University of Toronto, Chief Librarian of the University, Dean of the School of Graduate Studies, Nadia Caidi, Wei Chun Choo, Andrew Clement, Barbara Craig, Juris Dilevko, Udoy Gupta, Stephen Hockema, Lynne Howarth, Geoffrey Little, Rafi Majeed, Marte Misiek, Wendy Newman, Stacey Piesner, Susan Pfeiffer, Kimberly Silk, Siobhan Stevenson, Jutta Treviranus, Nadine Wathen, Eric Yu, Michelle Zadak

MINUTES

1. Call to order and acceptance of Agenda
The meeting was called to order at 4:16pm, with quorum established. Chair, Joe Cox, welcomed all present members to the fourth regular meeting of the FIS Council. It was moved and seconded that the Agenda be accepted.

2. Minutes of the Regular Meeting of February 13th 2007
Changes made to minutes:

- 6. a. i  Chairs were ordered for PhD student carrels, not student lounge. Noted by Diane Dechief
- 6. a. ii Amount raised by Students Council changed to $535.00 from $532.00. Noted by Annetta Dunn
- 4. iii Dean’s Report cites 3-1/2 subcommittees – changed to 3. Noted by Jens-Erik Mai
- 6. d Eva Kupidura noted that the first meeting of the PLC advisory committee was still being planned and had not yet taken place.

Motion to accept minutes was made by Judy Dunn and seconded by Diane Dechief. Carried.

3. Business arising from minutes: None

4. Dean’s report

i. Search process:
- Five searches are on-going, with one offer underway and a number of more people will be coming in.

ii. Staff recruitment:
- Dean welcomed:
  2. Sharon Doopan, Dean’s Office Assistant and Secretary of FIS Council.
• Still being searched for:
  1. Director of Information Technology Services
  2. Web Coordinator

iii. Faculty happenings:
• Many on-going “talks” at the Faculty
• Congratulated all for navigating an intense year
• Congratulations to Museum Studies students and Wendy Duff who spearheaded the Museum Studies exhibit opening at the Steam Whistle Brewery Exhibit Space.
• Curriculum Review: Document on general framework is being developed. Many issues have still to be addressed such as relationships with Professional Learning Centre, Museum Studies, Undergraduate teaching, PhD profiles, etc..
• Space – Two Committees on-going, one internal and the other external. The internal one will look at space policy and procedures, chaired by Susan Brown. The other one, a University committee, called the Project Planning Committee, has been struck to examine FIS space needs for the next 3-5 years.

iv Collaborations:
• Talked to Principal of St. Michael’s College about its undergraduate program in Book and Media Studies
• Involved with Cognitive Science program at University College
• Information preparedness course led by David Phillips and Joseph Ferenbok at University of Toronto at Mississauga was a success.

v. U of T-Wide Initiatives:
• Talks underway on how much each division will pay for interdivisional collaborations. New Budget Model should address.
• Future of scholarly publications at U of T Press – issues of copyright, tenure, etc., being examined
• Review of information technology support of the University as a whole. The Dean invites anyone who knows of information technology criteria used by other Universities that have been successful in this area to please share that knowledge.

vi Announcement:
• FLUID Project funded for $2.5 million. International, multi-institutional project, led by Jutta Treviranus and ATRC staff.
• Thanks to all for the tremendous efforts of the last year.
5. Council Committees’ Reports

a) Executive Committee

- Motion proposed:
  - that at the first Council meeting of the September session, 2007-2008, rather than at the present meeting and
  - that after discussions with all FIS Council constituencies before that meeting
  - that a slate of Committee memberships for 2007-2008 be brought forward and voted upon at that meeting and
  - that a new Chair of Council be elected then
  - and that a new Executive Committee be elected then

  Motion moved by Dean and seconded by Edward White. Carried.

b) Standing Committees of Council

i. Admissions Committees (verbally submitted by Judy Dunn)

  MIST: There were 279 applications last year, this year there were 270. 111 offers were made. Deadline is April 2nd 2007 – more last minute applications expected.

  MMSt: There were 76 applications last year and 98 applications this year 40 offers have been sent out for an expected class size of 20 – 25. Deadline was January 31st 2007

  PhD: deadline was January 31st, 2007. 47 applications were received this year. Last year there were 43. No offers have been sent out yet. There is a meeting on Friday (March 23rd) to discuss offers.

  Recruitment: Dean and Judy Dunn going to Grad Fair at UTM to participate in Q&A session with students of the CCIT program. They are also meeting with OCAD and York University students.

  Diane Dechief enquired about the PhD Welcoming Weekend – if was still taking place. Jens-Erik Mai said not this year. Planning needs to be done earlier for it to happen next year.

ii. Awards Committee (Submitted by Judy Dunn for A. Rossini)

  Nine full tuition scholarships offered.
Dean complimented Judy Dunn for championing the financial aid for Masters students out of the operating fund.

Wendy Duff – spoke to one scholarship recipient who will be coming here instead of Maryland as a result of the financial assistance. So far there are 17 students funded out of 250 applications. Over 100 with A- average grade.

Wendy Duff suggested that faculty hire some of these applicants who are waiting as research assistants and pay them out of their research grants. The Dean thought this was an excellent idea and pretty standard.

iii. Committee on Standing. No Report

iv. Information Technology Services Committee (reported by the Dean on behalf of Jutta Treviranus, Chair)

- IT Director will chair this committee once a permanent Director is recruited
- Improved web page to be delivered week of March 26th.
- The Dean is receiving reports and proposals on the state of IT at FIS.

v. Inforum Committee: No Report

vi. Programs Committee (submitted by Prof. Jens-Erik Mai, Chair)

Proposed changes in the Museum Studies program electives:

- Students are required to take 1.5 credits (three half courses) in total. Currently they have to take one half course internally and two half courses externally

Proposed Change: continue to take three half courses but one half course must be internal and the other two half courses can be either internal or external.

Motion to change the structure moved by Jens Erik Mai
Seconded by Alex Gates
Carried.
- Special Topics courses for summer session are not being presented today, as program committee has not yet met to discuss. Meeting to take place shortly.

However, for information the new special topics courses being proposed are:
- Design of Electronic Texts (Joan Cherry)
- Managing Audio Visual materials – instructor to be hired shortly – looking for a national leader in the field
- Rethinking the Library – looking for an instructor of international repute with experience in taking the library online
- Art Librarianship – looking for instructor with degrees in library and art working in an Art Library who can link the theory and practice
- Introduction to Community Informatics – need faculty on site doing research. International scholar, someone instrumental in forming the field.

c) Special Committees

i. Life & Times (submitted by Judy Dunn)
- Research Day will be held on Mar. 30, 2007
- The End of term tea is scheduled for Wed, April 11, 2007.
- Suggestions being taken for next year’s events and end of term tea

Dean invited the student associations to contribute ideas for the end of term tea.

6. Additional Reports

a) FIS Students

i. PhD (submitted by Diane Dechief)

- Meeting at the end of February addressed space concerns in terms of what is to come
- List of doctoral students achievements to be shared

Dean: Congratulated all the achievers and congratulated Krista Boa (shared with another person) on winning the Adel Sedra Distinguished Graduate Award, which is given to one outstanding doctoral student from the entire University.

ii. MISI (submitted by Autumn Haag)
• Job Fair was a huge success – many students and employers attended and some students even got job offers.
• Student Council elections coming up – nominations to be received by April 2\textsuperscript{nd}, 2007

iii. MMSt (submitted by Alex Gates)

• Good attendance at the Museum Exhibit – about 150 people
• Elections for Museums Studies Graduate Students Association to take place in the Fall
• Student jobs for new graduates – 16 graduating and 4 already have job offers

Paulette Rothbauer suggested that profiles of the Alumni be put onto the website to see where graduates find careers. Joan Cherry and Wendy Duff are doing a survey of all museum studies alumni.

Christina Hwang asked, concerning Job Fair, why is there not an in-house person to help students with resumes, placement, etc.?
Dean: responded that the issue is money – FIS not big enough at the moment to afford it.

Judy Dunn mentioned that the Career Center at U of T assists students with this.

b) Alumni

i. MISt and PhD – No Report

ii. MMSt – No Report

c) Adaptive Technology Resource Centre – No Report

d) Professional Learning Centre (submitted by Eva Kupidura, Coordinator)

• Awaiting minutes of last meeting from Chair (next meeting is in May)
• PLC Board is very strong with a great mix of people – came up with many interesting ideas of moving PLC forward.
• Suggestion to translate courses into other languages

Dean congratulates the PLC Advisory Board. Raised issues about the relationship between the courses offered at the PLC and the academic programs – open terrain for the faculty to navigate. Dean thinks that with respect to being a cost center – the budget model of the Faculty is similar to the PLC. Should not be passive and say certain things cannot be afforded –
rather we should find a way to make it happen. Time has come for distance education.

Wendy Duff said that an online course in Records Management would be greatly successful.

Mary Anne Mavrinac: The U of T reputation will hold the PLC and online courses in good stead.

e) **Inforum** (submitted by Edward White)

- Two new library technicians hired – Meera Thiravanukarasu as Desk Assistant and Circulation User Support, and Tanya Szydlowski as Desk Assistant and Document Acquisitions – both from Seneca College
- Museum Studies acquisitions: 300 monograph titles have been ordered – 250 received
- Inherited resources: 327 reviewed – 65 new to U of T and 250 new to the Faculty
- Informed Displays: Poster Exhibition from five Canadian library schools, including FIS

f) **Development:** No report

- Judy mentioned that all event announcements should be sent to Kathleen O’Brien who will ensure that they go on the website. She will also be involved in fund raising, alumni development and stewardship activities.

h) **Information Preparedness Project** (submitted by Mary Ann Mavrinac)

- Conducted with students from UTM. 4th year seminar course
- Structure involves taking current events, deciding what you have to know to make sense out of the issues, and designing a curriculum. Symposium to be held April 4th, 2007, John Budd and the Dean as keynote speakers. Students will show posters followed by a panel discussion.

7. **Question Period:** No questions.

8. **Other Business:** None.

9. **Announcements**
• Susan Brown: Student Technology Referendum Vote coming up shortly. Three student groups will vote and the results will take effect for two years. Referendum takes place every other year.

• Dean: Faculty members are pleased to donate all of their special interest funds to PhD students to travel to conferences. Applicable to doctoral students who are traveling to conferences in which they are presenting papers and individuals who are endorsed by professors. Separate Alumni fund to be established but available to the Master’s students only.

• Mary Ann Mavrinac announces that the official opening of UTM Library would be June 2nd to which Council members are invited.

10. **Adjournment**
A motion to adjourn was made by Edward White.
Carried.
Meeting adjourned at 5:55 pm.