FACULTY COUNCIL
Third Regular Meeting, 2007-08 Session
Tuesday, February 13, 2008
4:14 – 5:34 p.m.

PRESENT:

Members (ex officio): Brian Cantwell Smith

Teaching Staff: Stephen Hockema, Kelly Lyons, Jens-Erik Mai, Cheryl Meszaros, Wendy Newman, David Phillips, Siobhan Stevenson, Lynne Teather

Professional Librarians: Joe Cox, Edward White, Kathleen Scheaffer (for Nalini Singh)

Senior Administrative Officers: Susan Brown, Judy Dunn, Rob Harvie

Associated Instructor or Sessional Lecturer: Vicki Whitmell

Administrative Staff: Kathy Shyjak

Students:

Doctoral:

Masters: Emily Beliveau, Jamon Camisso, Katherine Clubine, Willow Fuchs, Rachel Hazlett, Christina Hwang, Jessica Nowlan, Rebecka Sheffield, Nathaniel Stone

Alumni/Alumnae: Bob Henderson

External Members: Mary Ann Mavrinac

Assessors: Andrew Drummond, Eva Kupidura

Recorder: Andrew Drummond
REGRETS:

The President of the University of Toronto, Chief Librarian of the University, Dean of the School of Graduate Studies, Rachel Barton, Clare Beghtol, Nadia Caidi (on leave), Joan Cherry, Chun Wei Choo, Andrew Clement (on leave), Barbara Craig, Juris Dilevko, Wendy Duff, Twyla Gibson, Lynne Howarth, Claire Lysnes, Bill Mann, Mike McCaffrey, Marte Misiek, Susan Pfeiffer, Aviv Shachak, Minakshi Sharma, Nalini Singh (on leave), Jutta Treviranus, Eric Yu.

MINUTES

1. Call to order and acceptance of Agenda

The meeting was called to order at 4:14pm, with quorum established. Chair, Joe Cox, welcomed all present members to the third regular meeting of the FIS Council.

The Chair welcomed Professor Kelly Lyons, who was attending her first meeting of Council as a member of the Faculty.

It was moved that the Agenda be accepted. CARRIED


Two corrections were noted: Siobhan Stevenson had been present at the December 4 meeting, and Kathleen Scheaffer’s name had been misspelled.

Motion to accept minutes was made and CARRIED.

3. Business arising from minutes:

A motion to change the name of the Faculty to the Faculty of Information would be brought forward at the next Council meeting.

4. Dean’s report

The Dean added his welcome to Professor Lyons, and noted that many new academic colleagues had joined the Faculty, and more would continue to do so as 2008 progressed.

The Dean reported that the budgetary situation of the University was in decline, and, soberingly, the Province of Ontario’s support for higher education remained well below what it should be. By contrast, FIS’ health continued to be good: budgets were up 250% over the previous several years, and plans to double the size of the Faculty were ongoing. In an institutional environment in which many units were losing positions, FIS’ growth remained exceptional.
At the level of the Province, ‘digital media’ had become a priority and was being proclaimed as one of the key strategic assets of the Greater Toronto Area. FIS had positioned itself to be squarely in the middle of the University of Toronto institutional strategy, and the prioritization of the field augured well for FIS’ immediate context within the University.

The Jackman Humanities Institute (JHI) had recently held a workshop on the digital humanities and potential strategies for developing them within the University. The workshop was attended by (among others) incoming Professor Alan Galey. The Faculty would be involved with the development of digital humanities at the University, probably in collaboration with the JHI.

The Academic Board had granted its approval in principle to a proposal to renovate the Robarts Library, but that the plans did not seem to include the development of the whole Robarts complex (in which the Bissell Building was located).

Curriculum review continued to proceed, and Wendy Newman and the Dean were working with the other Canadian LIS Schools to develop a memorandum of agreement on course credit for elective courses.

5. Council Committees’ Reports

a) Executive Committee

The Dean summarized the Executive Committee report before members. He noted that the issue of status-only members of the faculty could potentially be an important tool in developing the Faculty, because of FIS’ mission of being collaborative and multidisciplinary within a relatively small unit.

b) Standing Committees of Council

i. Admissions Committees (submitted by Judy Dunn)

Judy Dunn reported that preliminary statistics on admissions were now available. Every aspect of admissions is now done online. The PhD deadline was January 13, and the MMSt deadline had also passed. Numbers of applicants were well down for the PhD program (from 47 to 25) and for the MMSt program (from 100 to 65), but admissions staff could not readily explain the drops. For the MISst process, which was incomplete, the total application load had risen by 10.

The Dean reminded Council that the Faculty had committed to continue its enrolment growth in order to fund the addition of new faculty members (of which five had been added this year, with hopes to add as many as seven
more. With the redevelopment of certain curriculum areas, it would be important to launch some targeted recruitment.

ii. Awards Committee

Judy Dunn offered her congratulations to students in FIS who had received awards. For possible placements, the Faculty was looking at Argentina as a possible destination. (The Registrar, Adrianna Rossini, was originally from Argentina.) The Dean added that Massey College student-led projects internationally were of astounding quality, and asked students interested in multidisciplinary international experiences to examine options there as well. Mary Ann Mavrinac noted that the University of Illinois had an international library leadership program from which numerous opportunities might be derived.

iii. Committee on Standing

No report

iv. Information Technology Services Committee (presented by Rob Harvie, Chair)

Rob Harvie reported that he and his staff continued to develop usage guidelines, driven in part by the prospect of sharing a network at FIS-East with the Faculty of Music and the security guards there. The plasma screens in the lobby of the Bissell Building were being lowered by approximately 50 cm. The Plotter was in the Inforum and undergoing final testing. Ten MacBooks were being rolled out and were available with both OSX and Windows operating systems. A working group had been struck to review equipment renewal and hardware/software issues involved with the renewal. The interaction between ROSI and Sakai was slowly moving forward. The Web Advisory Group (WAG) had a number of meetings.

v. Inforum Committee:

No report

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

Five new courses were brought for Council approval:

1. FIS 2126 – Public Library Services to Culturally Diverse Communities
Vice-Dean Jens-Erik Mai noted that this course, as well as the other four proposed, had been reviewed through the graduate web posting system, and that no comments had been received. They were now ready for final approval by FIS Council.

He reminded all members that they had the course form and a sample syllabus for each course, but that Council’s role was not to approve the syllabus. Decisions on the syllabus were within the authority of the instructor, and outside Council’s jurisdiction.

He moved to approve the course, seconded by Judy Dunn.

The Dean noted that this course was significant and particularly appropriate that it would be offered in Toronto.

CARRIED

2. FIS 2128 – Serials Management
Vice-Dean Mai moved the approval of the course; Edward White seconded. Professor Mai noted that the title of the course was ‘Serials Management’ and not ‘Serials Librarianship’, and that it had not previously been offered.

Willow Fuchs asked if there were instructors lined up to teach this course, noting her concern that in the past, some courses were not offered because of lack of instructor. In response, Professor Mai noted that instructors were in place for all the courses before members, and that this course would be offered by Professor Dilevko.

CARRIED (one abstention noted)

3. FIS 2152 – Advocacy and Library Issues

Vice-Dean Mai moved approval of the course. Seconded by Christina Hwang. Judy Dunn noted that FIS would be the only school in Canada offering this type of course, and that the University of Toronto would become known for doing so. Dean Smith noted that the course had been offered in distance format. There was a brief discussion about the future of distance courses at FIS, during which the Dean pointed out his hopes that, over time, the Faculty might host half a dozen distance courses, but that it would be important not to enforce a divide between distance and on-site courses.

CARRIED (one abstention noted)

4. FIS 2167 – Community Informatics
Vice-Dean Mai moved approval of the course, seconded by Nathaniel Stone. The course had been offered previously as a special topics course. Professor Stephen Hockema asked if the instructor was committed to continue teaching the course past the summer of 2008, to which Professor Mai responded in the affirmative.

CARRIED (one abstention noted)

5. FIS XXXX – Design Theory and Practice

Vice- Dean Mai moved approval of this special topics course, to be offered during the summer of 2008. Seconded by Judy Dunn. Vice-Dean Mai noted that the instructor, a teacher in the Museum Studies Program, would be working with Professor Lynne Teather on the course.

David Phillips asked if the course should be renamed to clarify that it is visual design. Professor Mai responded that the instructor hoped that over time additional aspects of design would be incorporated; the course represented an example of an instructor coming from a particular tradition, but wanting to transcend traditional boundaries.

Stephen Hockema asked how the course would relate to current discussions on inclusive design. Vice-Dean Mai responded that it would be preferable not to categorize the course too quickly, since the desire would be to open up discussions on how to proceed, rather than limit them. Professor Hockema then expressed concern over the title of the course, suggesting that describing this course as a ‘design’ course might be too specific. Dean Smith noted that special topics courses were used as ‘one-offs’, and that this should not be seen as a prototype.

Kathleen Scheaffer noted several concerns with the syllabus provided. Professor Mai noted that the syllabus was not within the Council’s scope for approval, but that he could report back to the instructor the Council’s concern over the reading list. There was a brief discussion about the suitability of including a sample syllabus with courses, because although approving it was outside Council’s mandate, omitting it would provide members with very little guidance as to what approval would constitute. The Chair summarized the history of previous discussions on this topic.

David Phillips MOVED a friendly amendment to the motion, namely, that the instructor be asked to change the title of the course to be more descriptive of the course content. Seconded by Stephen Hockema.

The motion now read, that the course be approved with a request that the instructor review the title and change it to add both clarity and specificity.
Vote on amended motion **CARRIED.** Two abstentions noted.

c) Special Committees

i. **Life & Times** (submitted by Judy Dunn, orally reported by Kathleen Scheaffer)

Research Day was being held on March 14, 2008 and an email would be forthcoming on the registration process. The Life and Times Committee encouraged as much participation as possible, and Ms. Scheaffer noted that there would be a free lunch and a reception afterwards, with many excellent research projects discussed.

6. Additional Reports

a) FIS Students

i. **PhD**

No report from PhD students.

ii. **MISt** (submitted by Christina Hwang)

Ms. Hwang reported that many activities were continuing on the social front, including intramural sports, monthly dinners, and karaoke evenings. On the academic front, workshops for professional development were continuing, and the job fair would be held on February 29, 2008 from noon to 3:00 p.m. There was significant interest from both new and returning employers.

A successful food bank/coffee house event took place in December, with over 200 lb of food raised for donation.

The Student Council was canvassing students’ opinions on an AV Lab proposal to convert Bissell 119 into a creative suite. The students would contribute money from the tech fund to move the project forward. Ms. Hwang thanked Ab Gehani and the IT Department for their help with the project.

iii. **MMSt.** (submitted by Nicholas Gamble)

Mr. Gamble reported that the students were proceeding through their programs successfully, with the first-year students securing their internships and the second-years students preparing the exhibit. The MMSt. students
had gone on professional field trips to museums and design firms. He thanked Professor Lynne Teather for organizing networking events.

In addition, MMSt. Students continued to be active in pickup sports and other social events.

b) Alumni

i. FIS (Presented by Bob Henderson)

Bob Henderson reported that a new alumni portal had been launched in January, and that the alumni association had hosted a party at the OLA SuperConference. Approximately 40 alumni from across the country attended. The Spring Reunion would take place on May 29, 2008. The final stages of the ‘ask alum’ program were online.

In addition, the Association was preparing for the alumni jubilee award nominations.

ii. MMSt (presented by Cheryl Meszaros)

Professor Meszaros reported that the next Museum Studies alumni event would take place on March 7, 2008, and that she was in the midst of familiarizing herself with the alumni.

c) Adaptive Technology Resource Centre

No report.

d) Communication and Development

No oral report. Members received a written report.

e) Inforum (presented by Kathleen Scheaffer)

Kathleen Scheaffer reported that the following student-assisted projects were underway at the Inforum:

i. Inventory of Museum Studies space, including contents of cabinets (Charleen Davidson)

ii. Installation of exhibits in the Inforum lobby display case (Charleen Davidson)

iii. Analysis of the evaluations of the Fall Inforum Instructional Series workshops (Erica Conly working with Minakshi Sharma)

iv. Inforum Archives Project, organizing files in rooms 007 and 011 and collecting them together for archival purposes and disposition
Kate Guay, working with Joe Cox, Tasha Caswell and Karen Emily Suurtamm)

v. Creating MARC holdings records for serials (Anita Streicher working with Elisa Sze)

vi. Creating Universal Instructional Design Checklist

vii. Creating a MAC ‘cheatsheet’ for native PC users

viii. Procedures for digital distribution of SDI readings (vi-viii all Paula Clark, working with Joe Cox, Tony Lemmens and Kathleen Scheaffer)

ix. Creating serial retrospective holdings and updating the Inforum’s periodical records using SIRSI (Emmeline Hobbs, working with Elisa Sze)

x. Project to automate the Inforum acquisitions list (Steven Marks, working with Joe Cox)

Ms. Scheaffer then noted that a point of Inforum pride was the launch of the beta version of the Virtual Reference Librarian and Virtual Systems and IT Help. Launched on February 11, 2008 at noon. So far, the Inforum had received very positive commentary from faculty, staff and students.

f) Professional Learning Centre

No report.

g) Academic Board

Dean Smith reported that the Master’s in Health Informatics had been approved by the Academic Board. He also noted in that context that the Master’s of Public Policy would be sending approximately 40 of its students to take FIS 1210 during the 2008-09 academic year.

7. Question Period: None

8. Other Business:

Vicki Whitmell announced that course FIS2158: Management of Corporate and other Special Information Centres, would be holding an exhibition on April 8, 2008 to which everyone was invited.

Meeting adjourned at 5:34 p.m.