Faculty of Information
University of Toronto

Information Services Committee

Report to Council

December 5, 2008

1. Members:

   Susan Brown  Alan Galey  Matt Ratto
   Joe Cox, Chair  Christina Kim  Jutta Treviranus
   Judy Dunn  Lysanne Lessard  Eric Yu

2. Last meeting: Monday, November 17, 2008

2.1. Determination of Terms of Reference of Committee:

   The Committee looked at the terms of reference of the preceding committees, Information Technology Services and Inforum, and revised those terms of reference to guide the work of this Committee, as follows:

   It shall be the responsibility of the Information Services Committee to:

   1. Regularly review and make recommendations to Council on all Information Services (IS) policies and plans that affect the academic mission of the Faculty;

   2. Advise IS on its policies, plans and services relevant to teaching, learning and research in all programs of the Faculty;

   3. Oversee policy and strategic planning of IS information technology services in so far as they affect the academic mission of the Faculty;

   4. Oversee policy and strategic planning of the IS labs coordination role in the Faculty in so far as it affects the academic mission of the Faculty;

   5. Oversee policy and strategic planning of IS web services in so far as they affect the academic mission of the Faculty;

   6. Work with the Programs Committee to integrate IS workshops and course offerings into the academic programs of the Faculty; and

   7. Advise IS on the utilization of its space and resources.
2.2. **Reports on Information Services activities:**

Brief reports were presented to the members of the Committee on the current work of the various areas in the Committee’s purview:

2.2.1. **Information Technology** – presented Ab Gehani:

- Systems and services;
- server virtualization;
- ePresence;
- file and print services;
- ticket system;
- virtual classrooms;
- service documentation;
- disaster recovery planning;
- expanding electronic classroom capacity

2.2.2. **Web** – presented James Hallam:

- New platform;
- Drupal;
- new design;
- usability studies;
- beta server;
- launch on January 16, 2009

2.2.3. **Labs and Instruction** – presented by Kathleen Scheaffer:

- Critical Making;
- Inclusive Design;
- Design Studio;
- Usability;
- winter instructional series

2.2.4. **Inforum** – presented by Elisa Sze:

- Course support;
- collections;
- paper and digital acquisitions;
- facilities, including Brian Cantwell Smith Ideas Exchange;
- collection development policy

2.3. **Future work of the Committee:**

2.3.1. Collections development policy, particularly as it relates to new areas of research and teaching, and acquisition of digital resource

2.3.2. Brian Cantwell Smith Ideas Exchange and related physical changes in Inforum

2.4. **Future meetings:** At the call of the Chair.

Respectfully submitted by Prof. Eric Yu, on behalf of the Committee, December 5, 2008