PRESENT:

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

Teaching Staff: Nadia Caidi, Joan Cherry, Chun Wei Choo, Andrew Clement, Barbara Craig, Juris Dilevko, Patricia Fleming, Lynne Howarth, Paulette Rothbauer

Library Professional Staff: Joe Cox (Chair), Marte Misiek, Nalini Singh

Associated Instructor: Vicki Whitmell

Administrative Staff: Pam Hawes, Karen Melville

Doctoral Students: Luanne Freund, Jennifer Trant


Alumni Association: Helen Katz, Karen A. Wierucki

The Professions-at-Large: Mary Ann Mavrinac

U of T Faculty Member: —

Assessors: Stephen Abram, Susan Brown, Anu MacIntosh-Murray, Wendy Newman, John Papadopoulos

Observers: Justyna Berzowski, Jean Dryden, Nadia Moro

Recorder: Dace Veinberga

ABSENT:
The President of the University of Toronto; Chief Librarian of the University; Ethel Auster, Clare Beghtol, Wendy Duff, Keith Thomas, Eric Yu, Ahmed Nizami, Kimberly Silk, Dave Davis
The meeting was called to order at 4:10 p.m., a quorum having been established.

1. **Introduction**

Joe Cox welcomed all to the second Faculty Council meeting of this academic year. Dean Brian Cantwell Smith added his welcome and introduced new Council member Mary Ann Mavrinac, Chief Librarian of the University of Toronto at Mississauga.

The agenda was accepted with the following addition:

5. **Reports**
   
   d) **Other Reports**
   
   o) *Faculty Search Committee*

2. **Minutes of the Meeting of October 26, 2004**

Joe Cox noted that the correct minutes of the March 26, 2004, meeting are now posted on the FIS website.

The minutes of the October 26, 2004, meeting were accepted with one correction:

- Page 10, paragraph 1

  … Wendy Duff is on this review committee, which is chaired by *Donald Cormack*, Vice Dean, School of Graduate Studies.

3. **Business Arising from the Minutes**

None

4. **Report from the Dean**

The Academic Initiatives Fund deliberations as well as the Presidential Search, led by Rose Patten, are proceeding well.
Karen Melville, Director of the Professional Learning Centre, is retiring at the end of December 2004. In February 2005, the new Director will be Rebecca Jones. Karen will return occasionally in February to work with Rebecca.

The position of Assistant Dean has been posted and the Dean requested assistance from all in the search for applicants. An interview team consisting of the Dean, Joan Cherry, Wendy Duff, Joe Cox, Susan Brown, and Edward White will begin reviewing applications on Monday, December 13, 2004.

A committee has been struck to work on the Doctoral Student Handbook. Jean Dryden and Wendy Duff will co-chair this committee. Joan Cherry and Luanne Freund will be members of the committee.

Construction in Room 307 is essentially complete and under Susan Brown’s leadership the room has been transformed into a Usability Lab. The new facilities will allow both in vivo and in vitro usability studies, videoconferencing, and, in the long term, technologically mediated remote usability studies for the TAPoR project.

The Dean thanked Susan for the enormous amount of work she did in bringing this about.

Scheduling priority for the Lab will be given, firstly to TAPoR studies, and, secondly, to the Dean’s research projects, but it will be available at other times. The Lab is intended to be a laboratory and not a classroom, so it will not be available for teaching purposes.

5. Reports

a) Executive Committee
   No report.

b) Standing Committees
   i) Academic Appeals
      No report.

   ii) Awards
       No report.

   iii) Degree
        No report.

   iv) Doctoral Studies
       No report.

   v) Inforum and Information Technology
      No report.
vi) Master’s Studies
No report.

c) **Ad hoc Committee of Council**

i) Life and Times
Andrew Clement reported that the Committee is now fully constituted and the first meeting has taken place. The Committee has been assigned a budget of approximately $25,000 to improve the life, structure, and facilities of this building. This amount will not include painting expenses. Comments and suggestions are welcomed.

d) **Other Reports**

o) Faculty Search Committee
The Provost has approved a five person, open rank, open area search. The committee has met, an advertisement has been approved and it will be placed in a number of relevant publications. The Faculty would like to recruit from a number of disciplines, a process which would be facilitated by distributing announcements of the search to specific audiences. The Dean invited all to do this to their own communities.

i) Director of Graduate Studies
(Report attached to the original of these minutes.)
Report distributed for information only.

In the absence of Prof Duff, Pam Hawes discussed the report, noting student concerns about the timetable. She mentioned that the summer term is not an official term but takes the most time to organize and schedule. Pam invited questions and e-mail feedback from students.

ii) Registrar
No report.

iii) Professional Learning Centre
(Report attached to the original of these minutes.)
Karen Melville discussed the Report.

MOVED by Karen Melville that the course “Information Professional as Educator” be changed to an optional certificate course.

CARRIED unanimously.

iv) Academic Board
6. **Student Council Business**

i) Placement duties at FIS
Edward White reported the students’ appreciation of the Faculty’s commitment to the promotion of its graduates through the establishment of the Assistant Dean – Academic and Program position.

ii) Timetable issues
William Denton spoke of the difficulties students experienced in not being able to register for winter courses until November. On behalf of the students, William requested a guarantee that timetables be fixed well in advance and he MOVED that course registrations for fall and winter terms happen at the same time.

*Discussion ensued:*
Pam Hawes remarked that publishing a two year timetable would be ideal but problematic given that the Faculty is in the midst of hiring five new faculty members—it would be difficult to construct such a timetable without knowing who these new faculty members would be and what their areas of expertise would be.

Stanislav Orlov asked whether it might not be possible to published timetables for two terms at once. Pam replied that in the given circumstances only more aggravation would result if enrolment changes had to take place after timetable publication.

Edward White asked why, despite the ongoing faculty search, core courses could not be set.

The Dean noted this is a complicated issue and that he appreciated the student desire to know ahead of time. The process of assigning faculty to teaching responsibilities is highly complex and involves at least the following factors:

1. adjunct professors’ work schedules;
2. actual student enrolments;
3. faculty secondments by Simcoe Hall that occur without much prior notice;
4. grants which necessitate teaching relief;
5. student requests/interests;
6. leaves, resignations, retirements;
7. availability of funding from other sources.

The Dean suggested that Student Council work with the Registrar and the Director of Graduate Studies to resolve current timetable issues. He stated that there is much respect for the students’ need to know the timetable well in advance.
Nick Wesson stated that the resolution asks for fall and winter registration to occur simultaneously and asked why the usual six month sign-up period changed to a six-week period.

Joan Cherry responded that the delay this year was unusual and caused by a shortage of faculty members as well as the result of problems at SGS with new course approvals. It seemed preferable to delay registration until all courses were available. Having registration open for both terms at once is, of course, preferable but the Faculty could consider opening registration for core courses earlier and electives later as they become available.

Lynne Howarth spoke of the need for flexibility in scheduling timetables.

William O’Higgins said students typically expect to be sometimes inconvenienced by the University bureaucracy but wondered whether the Faculty could not submit course descriptions earlier to SGS.

Pam noted that it is not the actual enrolment but the scheduling of the courses that is the issue.

The Dean commented that the current situation emerged at least partially from the students’ own desire for more studio/project courses. The Faculty worked over the summer to have a course approved and find someone to teach such a course, which is rather an arduous process. If this process were slowed down, presently enrolled students would not have had the opportunity to participate in such a course this year.

Edward agreed that students are interested in having a certain amount of flexibility but that they also want to see a commitment to core courses – perhaps an ad hoc committee could be formed to study this issue.

Joe asked William Denton whether he would be willing to withdraw his currently worded motion, given what had been said. William agreed if some way could be found to address the situation.

Pam Hawes volunteered to work with Wendy Duff and the students on this issue.

The Dean suggested an amendment to the motion that:

- the issue of registration and clarity in advance is a concern of the students that the Faculty as a whole should take very seriously;
- that this is especially true for required courses; and therefore there be an agreement in principle that the Faculty have the core and required courses laid out in the schedule as transparently and as early as possible.
• Further details would be worked out by a committee consisting of the Director of Graduate Studies, the Registrar, the President of Student Council, and one other member of Student Council.

William Denton accepted the friendly amendment to his previous motion and moved:
that the issue of registration with regard to core and required courses be taken seriously by everyone in the Faculty; that the core and required courses be laid out in the schedule as much in advance as possible; and that further details be worked out by a committee consisting of the Director of Graduate Studies, the Registrar, the President of Student Council, and one other member chosen by Student Council.

CARRIED unanimously.

9. **Question Period**

Jean Dryden told of a rumour that the part-time program had been cancelled and asked whether there was any truth to the rumour. The Dean replied that the rumour is false.

10. **Other Business**

Stephen Abram announced that the theme of the CLA Conference in Calgary is ‘Revitalizing the Library Movement’ and that the Conference will feature some very interesting speakers. The Conference takes places in June and the website is [www.cla.ca](http://www.cla.ca).

Lynne Howarth noted that this was Karen Melville’s last Faculty Council meeting and reminded everyone of Karen’s many accomplishments and long association with this Faculty. She has been a wonderful friend, mentor, and colleague. In 1996 when the Provost stated that continuing studies programs must stand on their own economically, Karen rose to the challenge and developed the premier program in North America, and perhaps the world. Karen is the model of the networker – plugged in everywhere as she epitomizes knowledge management, has an amazing ability to drill into issues, along with a deep knowledge of the profession, outstanding communication skills, and a ruthless approach to clutter. Karen’s departure will leave a gaping hole.

MOVED by Lynne Howarth to offer Karen Melville profound thanks for her many contributions to FIS and our sincere and best wishes for a wonderful future.

CARRIED unanimously.
Karen Melville replied that she was very pleased that Rebecca Jones will be her replacement and was sure that she will be a tremendous asset. The Dean invited all to attend the end of semester tea, to take place on December 13 in Karen’s honour.

11. Announcements

- The Dean announced that Paulette Rothbauer is co-winner of the ALISE Eugene Garfield Dissertation Competition for "Finding and Creating Possibility: Reading in the Lives of Lesbian, Bisexual and Queer Young Women" completed at the University of Western Ontario this past year. Paulette will receive her prize and be honoured at the ALISE Conference in January 2005.

- The Dean announced that Nalini Singh had been promoted with permanent status to Librarian III.

- The next meeting of Faculty Council will take place on Tuesday, February 8, from 4:10 to 6:00 p.m.

12. Adjournment

MOVED by Pam Hawes that Council adjourn at 5:52.

February 4, 2005